



City of Grand Prairie

City Hall
300 W. Main Street
Grand Prairie, Texas

Meeting Agenda

Finance and Government Committee

Tuesday, February 4, 2020

2:30 PM

Council Briefing Room

Call to Order

Staff Presentations

- 1 [20-9724](#) Internal Audit 1st Quarter FY20 Report
Attachments: [Internal Audit 2020 1st Quarter Report.xlsx](#)

- 2 [20-9745](#) Employee Insurance Fund Monthly Review - Lisa Norris, Human Resources Director
Attachments: [Insurance Fund through Dec 2019.pdf](#)

- 3 [20-9747](#) FY20 First Quarter Enterprise Financial Reports
Attachments: [FY20 First Quarter Enterprise Financial Reports.pdf](#)

- 4 [20-9761](#) Summit Facility & Membership Update

Consent Agenda

Citizens may speak for up to five minutes on any item on the agenda by completing and submitting a speaker card.

- 5 [20-9708](#) Minutes of the January 7, 2020, Finance and Government Committee Meeting
Attachments: [Minutes 01-07-20.docx](#)

- 6 [20-9716](#) Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)
Attachments: [Exhibit A-WCPID Budget 5yr service plan-FY20-WC-Final.pdf](#)

- 7 [20-9717](#) Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6)
Attachments: [Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf](#)

- 8 [20-9722](#) Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6).
Attachments: [Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf](#)

- 9 [20-9715](#) Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS

Attachments: [20-9715 - Summit Chemical Room - CO#1 FalkenbergI.xlsx](#)

- 10 [20-9712](#) Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System

Attachments: [20-9712 - Northwest Trail Connection - Interlocal.xlsx](#)

Items for Individual Consideration

- 11 [20-9756](#) Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000

Attachments: [Pooled Investment Fund.pdf](#)

- 12 [20-9705](#) Resolution reviewing and approving the City's Financial Management Policy

Attachments: [Financial Management Policies 2019 Update 1-10.docx](#)

- 13 [20-9758](#) Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project

- 14 [20-9718](#) Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04

Attachments: [Contractors Bid Attachment A](#)
[Reconstruct Procedures Attachment B](#)

- 15 [20-9723](#) Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I

Attachments: [Change Order 05.H&W PGA.xls](#)
[19-9523 - CO #5 PGA Hill and Wilkinson.xlsx](#)

- 16 [19-9651](#) Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)

Attachments: [619.80 Camp Wisdom.xlsx](#)

- 17 [19-9616](#) Construction contract for the Slope Failure at Lynn Creek Park/Oasis Marina Improvements in the estimated amount of \$200,000

Attachments: [19-9616 Oasis Slope Failure.xlsx](#)

Executive Session

The Finance and Government Committee may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A. to discuss the following:

1. *Section 551.071 "Consultation with Attorney"*
2. *Section 551.072 "Deliberation Regarding Real Property"*
3. *Section 551.074 "Personnel Matters"*
4. *Section 551.087 "Deliberations Regarding Economic Development Negotiations"*

Citizen Comments

Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card.

Adjournment

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Finance & Government Committee meeting agenda was prepared and posted January 31, 2020.

Mona Lisa Galicia, Deputy City Secretary

The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8018 or email Mona Lisa Galicia (mgalicia@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.



Legislation Details (With Text)

File #: 20-9724 **Version:** 1 **Name:** Internal Audit 1st Qtr FY20 Report
Type: Agenda Item **Status:** Agenda Ready - Committee
File created: 1/23/2020 **In control:** Finance and Government Committee
On agenda: 2/4/2020 **Final action:**
Title: Internal Audit 1st Quarter FY20 Report
Sponsors:
Indexes:
Code sections:
Attachments: [Internal Audit 2020 1st Quarter Report.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Cathy Patrick

Title
Internal Audit 1st Quarter FY20 Report

Presenter
Cathy Patrick

Recommended Action
N/A

Analysis
N/A

Financial Consideration
N/A

CUMULATIVE LISTING OF REPORTS & PROJECTS COMPLETED
MANAGEMENT SERVICES DEPARTMENT
Fiscal Year 2020
1st Quarter

| COMPLETED REPORTS | DEPARTMENT | FIELD WORK COMPLETE | REPORT DATE | HOURS TO DATE | REPLY REQUIRED | REPLY DUE DATE | REPLY RECEIVED |
|--|--------------------------|---------------------|-------------|---------------|----------------|----------------|----------------|
| SEMAP Certification | Housing | 11/22/2019 | 11/27/2019 | 30 | N/A | N/A | N/A |
| Follow-up IT Inventory and Data Usage 2019 | Information Technology | 10/14/2019 | 10/15/2019 | 357 | NA | NA | NA |
| RJC Revenue Internal Controls Review | Parks, Arts & Recreation | 10/7/2019 | 10/8/2019 | 19 | Yes | 10/7/2019 | 10/7/2019 |
| Natatorium Revenue Internal Control Review | Parks, Arts & Recreation | 10/15/2019 | 10/15/2019 | 33 | Yes | 10/18/2019 | 10/15/2019 |
| Lynn Creek Revenue, Payroll, Expenditures | Parks, Arts & Recreation | 11/18/2019 | 11/19/2019 | 303 | N/A | N/A | N/A |
| Building Inspections Revenue Follow-up Review | Planning | 11/26/2019 | 12/2/2019 | 20 | N/A | N/A | 12/2/2019 |
| Police Auto Pound Revenue Internal Control | Police | 10/28/2019 | 10/30/2019 | 35 | N/A | N/A | N/A |
| Code Enforcement Payroll Follow-up Review | Police | 12/5/2019 | 12/5/2019 | 17 | Yes | 12/5/2019 | 12/5/2019 |
| Communications Payroll Follow-up Review | Police | 12/10/2019 | 12/11/2019 | 21 | N/A | N/A | N/A |
| Work In Progress | | | | | | | |
| Audit Risk Assessment | 214 | | | | | | |
| Police State and Federal Annual Report Review | 119 | | | | | | |
| Inspection Software | 273 | | | | | | |
| Marketing Hotel/Motel Occupancy Tax Collections | 11 | | | | | | |
| Marketing Country Inn | 20 | | | | | | |
| TAD Property Homestead Exemptions | 11 | | | | | | |
| Miscellaneous Projects | | | | | | | |
| Budget Procurement Card Review | 29 | Continual | | | | | |
| Cash Handling Training | 14 | Continual | | | | | |
| Finance CTP | 25 | Continual | | | | | |
| Finance Investment Reconciliations | 22 | Continual | | | | | |
| Housing and Neighborhood Services Portability Checks | 18 | Continual | | | | | |
| HR Comp Classification Assistance | 30 | Completed | | | | | |



Legislation Details (With Text)

| | | | | | |
|-----------------------|--|----------------------|---|----------------------|--|
| File #: | 20-9745 | Version: | 1 | Name: | Employee Insurance Fund Monthly Review |
| Type: | Presentation | Status: | | Status: | Agenda Ready - Committee |
| File created: | 1/23/2020 | In control: | | In control: | Finance and Government Committee |
| On agenda: | 2/4/2020 | Final action: | | Final action: | |
| Title: | Employee Insurance Fund Monthly Review - Lisa Norris, Human Resources Director | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Insurance Fund through Dec 2019.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Lisa Norris, Human Resources Director

Title

Employee Insurance Fund Monthly Review - Lisa Norris, Human Resources Director

Presenter

Lisa Norris, Human Resources Director

Recommended Action

Review Only

Analysis

This analysis covers the experience in the Employee Insurance Fund through December 2019:

Employee Insurance Fund (Attachment 1):

The insurance fund has tentatively closed the first quarter of Fiscal Year 19-20. In revenues, we had an unusual amount (\$22,140) appear in November on line 10, "QCD Dental"(column3) that we are validating with Finance. That will likely be corrected next month, assuming what is found. In expenses, active claims "ticked" up as we expected at calendar year end in December by reaching \$1,492, 529. However, even with that high month, we currently remain under budget. Remember, we do have a high claimant so that will impact us by year-end, once those costs hit the fund. Retirees are currently a little lower than expected at year end, actually declining in costs since October. All things considered, as we closed out the plan year, were remain "in the black." Additionally, projections remain strong for year-end at this point with a projected operating balance of \$2,314,377 (blue column, row 39). Once we receive year-end numbers from UHC regarding the large claimant as of January 31, 2020, I will let you know how that large claim ended. At the time of this report, those numbers are not yet available.

Financial Consideration

The current budget is approved and no financial consideration is necessary at this time until additional claims data based on future months can be reviewed.

EMPLOYEE INSURANCE FUND (FUND 213010)

| | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|----------------------|--------------------------------------|----------------------|--------------------|------------------|------------------|------------------|-------------------|------------------|------------------------|------------------|---------------------------|--------------------|
| | | | 2019/20 MOD BGT | OCT | NOV | DEC | 2019/20 CUM | FY Monthly Avg | Running 12- Mo. Avg | 1ST QTR AVG | RUNNING PROJ 2019/2020 | % PROJ/ MOD BGT |
| 1 | BEGINNING RESOURCES | *may modify | 6,641,173 | | | | 6,641,173 | | | | 6,641,173 | |
| REVENUES: | | | | | | | | | | | | |
| 2 | Employer Contr- Actives | 42700 | 13,693,800 | 1,142,400 | 1,142,400 | 1,142,400 | 3,427,200 | 1,142,400 | | 1,142,400 | 13,693,800 | 100.0% |
| 3 | Employer Contr-Retirees | 42710 | 3,977,766 | 331,481 | 331,481 | 331,481 | 994,442 | 331,481 | | 331,481 | 3,977,766 | 100.0% |
| 4 | Employee Contrib | 42670 | 3,200,000 | 267,135 | 267,418 | 266,533 | 801,085 | 267,028 | | 267,028 | 3,204,340 | 100.1% |
| 5 | Dental PPO Contrib | 42680 | 794,787 | 68,933 | 68,041 | 69,339 | 206,313 | 68,771 | | 68,771 | 825,253 | 103.8% |
| 6 | Retiree Contributions | 42810 | 700,000 | 67,339 | 44,502 | 63,367 | 175,208 | 58,403 | | 58,403 | 700,832 | 100.1% |
| 7 | Employee Life Contrib | 42640 | 401,703 | 33,487 | 37,836 | 33,277 | 104,600 | 34,867 | | 34,867 | 418,399 | 104.2% |
| 8 | Vision Contrib | 42660 | 135,000 | 11,379 | 11,286 | 11,487 | 34,153 | 11,384 | | 11,384 | 136,610 | 101.2% |
| 9 | DHMO Dental Contrib | 42650 | 46,945 | 4,404 | 4,346 | 4,427 | 13,177 | 4,392 | | 4,392 | 52,709 | 112.3% |
| 10 | QCD Dental | 42690 | 1,132 | 116 | 22,140 | 124 | 22,380 | 7,460 | | 7,460 | 1,392 | 123.0% |
| 11 | Retiree Drug Subsidy | 42811 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | |
| 12 | Rx Rebates | 42815 | 0 | 0 | 34,860 | 0 | 34,860 | 11,620 | | 11,620 | 34,860 | |
| 13 | Miscellaneous | 46395, 46200 | 0 | 0 | 0 | 4,310 | 4,310 | 1,437 | | 1,437 | 4,310 | |
| 14 | TOTAL REVENUES | | 22,951,133 | 1,926,673 | 1,964,309 | 1,926,745 | 5,817,727 | 1,939,242 | | 1,939,242 | 23,050,272 | 100.4% |
| 16 | Reserve for Encumbrance | | | | | | | | | | | |
| 17 | Reserve for Contingency | | 4,000,000 | | | | 4,000,000 | | | | 4,000,000 | |
| 18 | Reserves for Future Claims | | 2,140,611 | | | | 2,140,611 | | | | 2,140,611 | |
| 19 | TOTAL RESOURCES | | 35,732,917 | 1,926,673 | 1,964,309 | 1,926,745 | 18,599,511 | | | | 35,832,056 | |
| EXPENDITURES: | | | | | | | | | | | | |
| 20 | Personnel Costs | 50000-55000s | 219,649 | 9,754 | 10,711 | 10,800 | 31,265 | 10,422 | | 10,422 | 219,649 | 100.0% |
| 21 | Supplies | 6000s | 4,596 | 0 | 0 | 331 | 331 | 110 | | 110 | 4,596 | 100.0% |
| 22 | Other Services & Charges | 61295, 61510, 61525, | 156,457 | 9,200 | 6,054 | 2,204 | 17,457 | 5,819 | | 5,819 | 156,457 | 100.0% |
| 23 | Admin/Utilization Fees | 64040 | 473,372 | 24,261 | 36,915 | 40,112 | 101,288 | 33,763 | | 33,763 | 405,151 | 85.6% |
| 24 | Wellness Program | 61275, 68295 | 95,000 | 11,840 | 4,316 | 7,053 | 23,209 | 7,736 | | 7,736 | 92,835 | 97.7% |
| 25 | H S A Contributions | 55055 | 125,000 | 740 | 0 | 0 | 740 | 247 | | N/A | 125,000 | 100.0% |
| 26 | Actuarial Study | 61405 | 5,500 | 0 | 0 | 0 | 0 | 0 | | 0 | 5,500 | 100.0% |
| 28 | Life Premiums | 64060 | 525,968 | 42,378 | 0 | 51,981 | 94,359 | 31,453 | | 31,453 | 614,165 | 116.8% |
| 29 | Dental PPO Admin Fees | 64070 | 806,575 | 0 | 68,187 | 66,906 | 135,093 | 45,031 | | 67,546 | 804,150 | 99.7% |
| 30 | Employee Claims & Rx | 64160 | 15,742,277 | 1,086,665 | 1,207,466 | 1,492,529 | 3,786,660 | 1,262,220 | 1,072,720 | 1,262,220 | 15,146,639 | 96.2% |
| 31 | Retiree Claims & Rx | 64170 | 3,183,058 | 271,676 | 224,775 | 187,385 | 683,836 | 227,945 | 191,836 | 227,945 | 2,735,344 | 85.9% |
| 32 | DHMO Dental Premium | 64200 | 46,945 | 0 | 4,877 | 4,922 | 9,800 | 3,267 | | 4,900 | 59,023 | 125.7% |
| 33 | QCD Dental Premium | 64210 | 1,132 | 0 | 116 | 116 | 232 | 77 | | 77 | 1,005 | 88.8% |
| 34 | Vision Premiums | 64220 | 135,000 | 0 | 0 | 11,609 | 11,609 | 3,870 | | 3,870 | 139,312 | 103.2% |
| 35 | EAP Services | 64270 | 23,712 | 1,862 | 1,862 | 1,856 | 5,580 | 1,860 | | 1,860 | 22,319 | 94.1% |
| 36 | Long Term Disability Prgm | 64290 | 80,000 | 9,740 | 0 | 0 | 9,740 | 3,247 | | 3,247 | 116,883 | 146.1% |
| 37 | Transfer to General Fund | 69904 | 87,864 | 7,322 | 7,322 | 7,322 | 21,966 | 7,322 | | 7,322 | 87,864 | 100.0% |
| 38 | TOTAL EXP/ENC | | 21,712,105 | 1,475,438 | 1,572,601 | 1,885,126 | 4,933,166 | 1,644,388 | | 1,668,290 | 20,735,896 | 95.5% |
| 39 | Operating Imbalance (Rev-Exp) | | 1,239,028 | 451,235 | 391,709 | 41,619 | 884,562 | | | | 2,314,377 | |
| 43 | TOTAL APPROPRIATIONS | | 21,747,105 | | | | 4,933,165 | | | | 20,735,896 | |
| 44 | CUMULATIVE BALANCE | | | 451,235 | 842,944 | 884,563 | | | | | | |
| 45 | Reserves for Contingency | | 4,000,000 | | | | 4,000,000 | | | | 4,000,000 | |
| 46 | IBNR | | 2,140,611 | | | | 2,140,611 | | | | 2,140,611 | |
| 47 | ENDING RESOURCES | | 7,845,201 | | | | 7,525,735 | | | | 8,955,549 | |



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|--------------|---|
| File #: | 20-9747 | Version: | 1 | Name: | FY20 First Quarter Enterprise Financial Reports |
| Type: | Agenda Item | Status: | | | Agenda Ready - Committee |
| File created: | 1/24/2020 | In control: | | | Finance and Government Committee |
| On agenda: | 2/4/2020 | Final action: | | | |
| Title: | FY20 First Quarter Enterprise Financial Reports | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | FY20 First Quarter Enterprise Financial Reports.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Gary Yakesch, PARD Assistant Director - Business

Title
FY20 First Quarter Enterprise Financial Reports

Presenter
Chip Nami, PARD Business Operations Manager, and Gary Yakesch, PARD Assistant Director - Business

Recommended Action
Presentation Only

Analysis
FY20 First Quarter Enterprise Financial Reports

Financial Consideration
None - Presentation Only

Financial Report December 2019 (Unaudited)



| | YEAR TO DATE | | \$ Chg | Actual to Budget |
|----------------------------------|----------------|----------------|-----------------|---------------------|
| | FY20 ACTUAL | FY19 ACTUAL | | |
| Revenues | | | | |
| In House Catering | 37,609 | 29,245 | 8,364 | 125,000 |
| Outside Catering | 128,914 | 161,543 | (32,629) | 525,000 |
| Service Charge | 70,031 | 74,242 | (4,211) | 230,000 |
| Alcohol | 37,319 | 38,352 | (1,033) | 85,000 |
| Equipment Rental | 26,413 | 14,266 | 12,147 | 50,000 |
| Room Rental | 89,950 | 96,575 | (6,625) | 325,000 |
| Other | 265 | 6,550 | (6,285) | 5,000 |
| | 390,501 | 420,773 | (30,272) | 1,345,000 |
| | | | | 100.00% |
| Labor | | | | |
| City Labor | 55,227 | 64,874 | (9,647) | 339,261 |
| City Benefits | 27,033 | 27,875 | (842) | 126,820 |
| Workforce/Temp Labor | 51,994 | 35,939 | 16,055 | 73,000 |
| | 134,254 | 128,688 | 5,566 | 539,081 |
| | | | | 40.08% |
| Cost Of Goods | | | | |
| Food | 15,176 | 15,616 | (440) | 56,250 |
| Alcohol | 11,195 | 12,589 | (1,394) | 36,508 |
| | 26,371 | 28,205 | (1,834) | 92,758 |
| | | | | 44.17% |
| Catering Cost | 100,814 | 140,758 | (39,944) | 404,500 |
| | | | | 77.05% |
| Supplies | 1,851 | 3,276 | (1,425) | 9,800 |
| | | | | 0.73% |
| Utilities | 14,947 | 14,833 | 114 | 80,500 |
| | | | | 5.99% |
| Promotion | 17,249 | 14,934 | 2,315 | 25,000 |
| | | | | 1.86% |
| Operating Expense | 45,088 | 43,970 | 1,118 | 230,608 |
| | | | | 17.15% |
| Total All Expenditures | 340,574 | 374,664 | (34,090) | 1,382,247 |
| | | | | 102.77% |
| Operating Income / (Loss) | 49,927 | 46,109 | 3,818 | (37,247) |
| | | | | -2.77% |
| | | | | -134.04% |
| Cost Recovery | 114.66% | 112.31% | | 97.31% |
| Subsidy | -14.66% | -12.31% | | 2.69% |

Excludes encumbrances and transfers.

Financial Report December 2019 (Unaudited)



| | YEAR TO DATE | | | | | | | |
|-------------------------------------|-----------------|-----------------|----------------|----------------|----------------|------------------|----------------|---------------|
| | FY20 ACTUAL | FY19 ACTUAL | | | | | | |
| Revenues | | | | | | | | |
| Tickets | 39,524 | 5,468 | 43.48% | 10.09% | 34,056 | 65,000 | 24.62% | 60.81% |
| Rentals | 15,794 | 11,313 | 17.38% | 20.87% | 4,481 | 65,000 | 24.62% | 24.30% |
| Concessions | 6,772 | 6,698 | 7.45% | 12.36% | 74 | 20,000 | 7.58% | 33.86% |
| Alcohol | 4,567 | 8,090 | 5.02% | 14.93% | (3,523) | 26,000 | 9.85% | 17.57% |
| Catering | 2,250 | - | 2.48% | 0.00% | 2,250 | - | 0.00% | |
| Arts Council Rent (HM) | 15,000 | 15,000 | 16.50% | 27.68% | - | 60,000 | 22.73% | 25.00% |
| City Advertising Contribution (HM) | 5,000 | 5,000 | 5.50% | 9.23% | - | 20,000 | 7.58% | 25.00% |
| Restoration Fees | 1,987 | 2,631 | 2.19% | 4.85% | (644) | 8,000 | 3.03% | 24.84% |
| Sponsorships / Contributions | - | - | 0.00% | 0.00% | - | - | 0.00% | #DIV/0! |
| | 90,894 | 54,200 | 100.00% | 100.00% | 36,694 | 264,000 | 100.00% | 34.43% |
| Labor | | | | | | | | |
| | 38,770 | 41,599 | 42.65% | 76.75% | (2,829) | 185,869 | 70.40% | 20.86% |
| Cost Of Goods | | | | | | | | |
| Food | 1,442 | 2,952 | 21.29% | 44.07% | (1,510) | 11,000 | 55.00% | 13.11% |
| Alcohol | 895 | 3,665 | 19.60% | 45.30% | (2,770) | 12,711 | 48.89% | 7.04% |
| | 2,337 | 6,617 | 20.61% | 44.75% | (4,280) | 23,711 | 51.55% | 9.86% |
| Supplies | 173 | 2,226 | 0.19% | 4.11% | (2,053) | 6,950 | 2.63% | 2.49% |
| Utilities | 4,832 | 3,422 | 5.32% | 6.31% | 1,410 | 23,500 | 8.90% | 20.56% |
| Promotion | 2,519 | - | 2.77% | 0.00% | 2,519 | 23,500 | 8.90% | 10.72% |
| Shows | 17,234 | 19,947 | 18.96% | 36.80% | (2,713) | 60,000 | 22.73% | 28.72% |
| Operating Expense | 41,340 | 24,176 | 45.48% | 44.61% | 17,164 | 148,707 | 56.33% | 27.80% |
| Total Operating Expenditures | 107,205 | 97,987 | 117.95% | 180.79% | 9,218 | 472,237 | 178.88% | 22.70% |
| Net Income / (Loss) | (16,311) | (43,787) | -17.95% | -80.79% | 27,476 | (208,237) | -78.88% | 7.83% |
| Cost Recovery | 84.79% | 55.31% | | | | 55.90% | | |
| Subsidy | 15.21% | 44.69% | | | | 44.10% | | |

Excludes encumbrances and transfers.

Financial Report December 2019 (Unaudited)



| | FY19 YTD | FY20 YTD | FY19 YTD | \$ CHANGE | FY20 BUDGET | Actual to Budget |
|-------------------------------|-------------|-------------|-------------|-----------|----------------|------------------|
| Active Members | 3,399 | 3,738 | | (339) | 4,000 | |
| Active Silver Sneaker Members | 1,110 | 1,743 | | (633) | 750 | |
| Active Renew Active Members | 1,071 | - | | 1,071 | 850 | |
| | 5,580 | 5,481 | | 99 | 5,600 | |
| MEMBERSHIPS | | | | | | |
| Silver Sneakers | 90,248 | 96,935 | 36.76% | (6,687) | 510,000 | 48.80% |
| Renew Active | 15,705 | 22,273 | 6.40% | (6,568) | 90,000 | |
| Total Memberships | 39,220 | - | 15.98% | 39,220 | | |
| | 145,173 | 119,207 | | 25,966 | | |
| ACTIVITIES | | | | | | |
| Fitness | 23,135 | 22,903 | 9.42% | 232 | 90,000 | 8.61% |
| Massage | 10,319 | 7,800 | 4.20% | 2,519 | 40,000 | 3.83% |
| Aquatics | 7,260 | 5,591 | 2.96% | 1,669 | 24,000 | 2.30% |
| Classes | 2,381 | 3,461 | 0.97% | (1,080) | 18,000 | 1.72% |
| Dances | - | - | 0.00% | - | 2,000 | 0.19% |
| Travel | 9,320 | 6,341 | 3.80% | 2,979 | 50,000 | 4.78% |
| | 52,415 | 46,096 | 21.35% | 6,319 | 224,000 | 21.44% |
| FOOD & BEVERAGE | | | | | | |
| In House Food Service | 16,938 | 18,810 | 6.90% | (1,872) | 80,000 | 7.66% |
| Alcohol | 4,068 | 1,448 | 1.66% | 2,620 | 13,000 | 1.24% |
| External Catering | 7,241 | 2,672 | 2.95% | 4,569 | 20,000 | 1.91% |
| | 28,247 | 22,930 | 11.51% | 5,317 | 113,000 | 10.81% |
| OTHER / MISC. | | | | | | |
| Special Events/Theater | 2,169 | 2,134 | 0.88% | 35 | 9,000 | 0.86% |
| Rentals & Attendant Fees | 16,006 | 13,666 | 6.52% | 2,340 | 50,000 | 4.78% |
| Vending | 8 | 201 | 0.00% | (193) | 3,000 | 0.29% |
| Merchandise | 1,456 | 1,312 | 0.59% | 144 | 4,000 | 0.38% |
| Other Contributions | - | - | 0.00% | - | 42,000 | 4.02% |
| | 19,639 | 17,313 | 8.00% | 2,326 | 108,000 | 10.33% |
| TOTAL REVENUE | 245,474 | 205,546 | 84.02% | 39,928 | 1,045,000 | 91.39% |
| | | | 89.16% | | | 23.49% |

Financial Report December 2019 (Unaudited)



| | FY20 YTD | FY19 YTD | \$ CHANGE | BUDGET | Actual to Budget |
|----------------------------------|------------------|------------------|----------------|--------------------|------------------|
| LABOR | | | | | |
| City Labor | 184,213 | 184,504 | (291) | 944,031 | 90.34% |
| City Benefits | 86,178 | 80,341 | 5,837 | 378,565 | 36.23% |
| Workforce / Recreation Leaders | 26,675 | 24,000 | 2,675 | 90,250 | 8.64% |
| | 297,066 | 288,845 | 8,221 | 1,412,846 | 135.20% |
| | | | | | 21.03% |
| COST OF GOODS | | | | | |
| Merchandise | 1,644 | 3,502 | (1,858) | 2,250 | 56.25% |
| In House Food Service | 8,862 | 10,916 | (2,054) | 61,750 | 77.19% |
| Alcohol Sales | 1,411 | 715 | 696 | 7,642 | 58.78% |
| External Catering | 4,693 | 1,484 | 3,209 | 19,000 | 95.00% |
| | 16,610 | 16,617 | (7) | 90,642 | 77.47% |
| | | | | | 18.32% |
| EXPENDITURES | | | | | |
| Supplies | 16,500 | 14,177 | 2,323 | 87,744 | 8.40% |
| Utilities | 41,601 | 33,408 | 8,193 | 248,000 | 23.73% |
| Travel | 11,839 | 17,928 | (6,089) | 40,000 | 80.00% |
| Special Events/Theater | 132 | 1,594 | (1,462) | 12,582 | 24.20% |
| Promotion | 1,502 | 6,151 | (4,649) | 28,200 | 2.70% |
| Maintenance | 37,768 | 18,115 | 19,653 | 113,232 | 10.84% |
| Janitorial | - | - | - | - | 0.00% |
| Masasage Therapy | 8,362 | 4,741 | 3,621 | 24,000 | 2.30% |
| Contingency | - | - | - | - | 0.00% |
| Operating Expense | 20,853 | 7,517 | 13,336 | 82,995 | 7.94% |
| Reimbursements | - | - | - | - | 0.00% |
| | 452,233 | 409,093 | 43,140 | 2,140,241 | 204.81% |
| | | | | | 21.13% |
| OPERATING INCOME / (LOSS) | (206,759) | (203,547) | (3,212) | (1,095,241) | -104.81% |
| | | | | | 18.88% |
| Cost Recovery | 54.28% | 50.24% | | 48.83% | |
| Subsidy | 45.72% | 49.76% | | 51.17% | |

Excludes capital and transfers



Financial Report
December 2019 (Unaudited)

| | YEAR TO DATE | | | FY20 BUDGET | Actual to Budget |
|-------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|
| | FY20 ACTUAL | FY19 ACTUAL | \$ Chg | | |
| Revenues | | | | | |
| Camp | 1,593 | 816 | 777 | 60,000 | 2.66% |
| Class | 10,866 | 15,641 | (4,775) | 60,000 | 18.11% |
| Memberships | 13,135 | 14,587 | (1,452) | 67,000 | 19.60% |
| Food / Beverage / Retail | 1,139 | 126 | 1,013 | 1,500 | 75.93% |
| Rental Reservations | 15,090 | 17,040 | (1,950) | 60,000 | 25.15% |
| Other | 4,863 | 1,694 | 3,169 | - | 0.00% |
| | 46,686 | 49,904 | (3,218) | 248,500 | 100.00% |
| Labor | | | | | |
| City Labor | 50,516 | 56,768 | (6,252) | 312,624 | 16.16% |
| City Benefits | 16,482 | 16,249 | 233 | 76,558 | 21.53% |
| Workforce/Temp Labor | - | - | - | - | 0.00% |
| | 66,998 | 73,017 | (6,019) | 389,182 | 156.61% |
| Supplies | 3,084 | 2,768 | 316 | 32,148 | 9.59% |
| Utilities | 11,616 | 8,523 | 3,093 | 59,000 | 19.69% |
| Promotion | - | - | - | 700 | 0.00% |
| Capital | 16,655 | - | 16,655 | 43,855 | 37.98% |
| Operating Expense | 19,746 | 24,871 | (5,125) | 92,015 | 21.46% |
| Total Operating Expenditures | 118,099 | 109,179 | | 616,900 | 19.14% |
| Net Income / (Loss) | (71,413) | (59,275) | (12,138) | (368,400) | 19.38% |
| Cost Recovery | 39.53% | 45.71% | | 40.28% | |
| Subsidy | 60.47% | 54.29% | | 59.72% | |

CONSOLIDATED GOLF FUND REPORT
December 2019 (Unaudited)

| | YEAR TO DATE | | FY20 BUDGET | Actual to Budget |
|-------------------------------------|------------------|------------------|------------------|------------------|
| | FY19 ACTUAL | FY18 ACTUAL | | |
| Rounds | | | | |
| Paid | 12,077 | 10,316 | 65,000 | 1,761 |
| Pass | 2,858 | 2,463 | 12,300 | 395 |
| Comp | 2,457 | 1,729 | 4,300 | 728 |
| | <u>17,392</u> | <u>14,508</u> | <u>81,600</u> | <u>2,884</u> |
| | | | | |
| Avg Green Fee | 24.34 | 22.73 | 22.92 | 1.61 |
| Avg Cart Fee | 6.75 | 7.15 | 7.12 | (0.40) |
| Avg Range | 1.23 | 0.76 | 1.13 | 0.47 |
| Total | 32.32 | 30.64 | 31.17 | 1.68 |
| | | | | |
| Revenues | | | | |
| Green Fee | 293,953 | 234,457 | 1,490,000 | 59,496 |
| Cart Fee | 81,528 | 73,780 | 462,500 | 7,748 |
| Driving Range | 14,841 | 7,803 | 73,700 | 7,038 |
| Memberships | 65,818 | 50,609 | 280,000 | 15,209 |
| Pro Shop | 22,147 | 21,306 | 124,000 | 841 |
| F&B | 19,313 | 17,603 | 104,000 | 1,710 |
| Other | 2,899 | 942 | 3,500 | 1,957 |
| | <u>500,499</u> | <u>406,500</u> | <u>2,537,700</u> | <u>93,999</u> |
| | | | | |
| Green Fee | 58.73% | 57.88% | 58.71% | 19.73% |
| Cart Fee | 16.29% | 18.15% | 18.23% | 17.63% |
| Driving Range | 2.97% | 1.92% | 2.90% | 20.14% |
| Memberships | 13.15% | 12.45% | 11.03% | 23.51% |
| Pro Shop | 4.42% | 5.24% | 4.89% | 17.86% |
| F&B | 3.86% | 4.33% | 4.10% | 18.57% |
| Other | 0.58% | 0.23% | 0.14% | 82.83% |
| | 100.00% | 100.00% | 100.00% | 19.72% |
| | | | | |
| Labor | | | | |
| City Labor | 236,950 | 234,307 | 1,157,382 | 2,643 |
| City Benefits | 119,322 | 112,758 | 508,507 | 6,564 |
| | <u>356,272</u> | <u>347,065</u> | <u>1,665,889</u> | <u>9,207</u> |
| | | | | |
| Pro Shop Cost Of Goods | 8,661 | 22,786 | 90,125 | (14,125) |
| | 39.11% | 106.95% | 72.68% | |
| | 1.73% | 5.61% | 3.55% | 9.61% |
| | 47.34% | 57.64% | 45.61% | 20.47% |
| | 23.84% | 27.74% | 20.04% | 23.47% |
| | 71.18% | 85.38% | 65.65% | 21.39% |
| | | | | |
| Course Maintenance | 50,602 | 59,571 | 454,632 | (6,969) |
| | | | | |
| Management Contract | 98,985 | 93,226 | 403,200 | 5,759 |
| | | | | |
| Cart Lease | 53,756 | 39,856 | 217,834 | 13,900 |
| | | | | |
| Supplies | 3,351 | 929 | 16,575 | 2,422 |
| | | | | |
| Utilities | 47,334 | 21,892 | 238,100 | 25,442 |
| | | | | |
| Promotion | 6,943 | 7,633 | 46,825 | (690) |
| | | | | |
| Services | 14,888 | 6,730 | 51,847 | 8,158 |
| | | | | |
| Total Operating Expenditures | <u>640,792</u> | <u>599,688</u> | <u>3,185,027</u> | <u>41,104</u> |
| | | | | |
| Operating Income / (Loss) | <u>(140,293)</u> | <u>(193,188)</u> | <u>(647,327)</u> | <u>52,895</u> |
| | -28.03% | -47.52% | -25.51% | |

Financial Report December 2019 (Unaudited)



GRAND PRAIRIE MEMORIAL GARDENS *And Mausoleum*

| | YEAR TO DATE | | | FY20 BUDGET | Actual to Budget |
|----------------------------------|----------------|-----------------|------------------|------------------|------------------|
| | FY20 ACTUAL | FY19 ACTUAL | \$ Chg | | |
| Revenues | | | | | |
| Section Sales | 146,822 | 143,836 | 2,986 | 489,000 | 44.19% |
| Marker Sales | 85,184 | 77,805 | 7,379 | 300,000 | 27.11% |
| Columbarium Sales | 14,408 | 3,343 | 11,065 | 25,000 | 2.26% |
| Interment Fees | 64,276 | 17,556 | 46,720 | 193,600 | 17.50% |
| Mausoleum Sales | 19,182 | 28,847 | (9,665) | 60,000 | 5.42% |
| Burial Box/Vaults | 9,471 | 8,013 | 1,458 | 33,000 | 2.98% |
| Scattering Sales | 147 | 6 | 141 | 1,000 | 0.09% |
| Other | 1,312 | 2,258 | (946) | 5,000 | 0.45% |
| Transfers | - | - | - | - | 0.00% |
| Total | 340,802 | 281,664 | 59,138 | 1,106,600 | 100.00% |
| Labor | | | | | |
| City Labor | 57,965 | 54,280 | 3,685 | 245,020 | 22.14% |
| City Benefits | 26,255 | 23,477 | 2,778 | 112,742 | 10.19% |
| Workforce/Temp Labor | - | - | - | - | 0.00% |
| | 84,220 | 77,757 | 6,463 | 357,762 | 32.33% |
| Marker Cost | 40,642 | 49,933 | (9,291) | 205,000 | 68.33% |
| Utilities | 8,377 | 4,896 | 3,481 | 38,000 | 3.43% |
| Operating Expense | 45,717 | 49,322 | (3,605) | 228,612 | 20.66% |
| Indirect Cost - Gen Fund | 9,780 | 9,298 | 482 | 39,120 | 3.54% |
| Operating Income / (Loss) | 152,066 | 90,458 | 61,608 | 238,106 | 21.52% |
| Replacement Transfer Capital | - | 99,504 | (99,504) | - | 0.00% |
| | - | 23,916 | (23,916) | 100,000 | 9.04% |
| | - | 123,420 | (123,420) | 100,000 | 9.04% |
| Total Expenditures | 188,736 | 314,626 | (125,890) | 968,494 | 19.49% |
| Net Income / (Loss) | 152,066 | (32,962) | 185,028 | 138,106 | 12.48% |
| | | | | | 110.11% |

Excludes encumbrances, transfers, and capital

Financial Report
December, 2019



| | YEAR TO DATE | | FY20 ACTUAL | FY19 ACTUAL | FY20 BUDGET | Actual to Budget |
|-------------------------------------|------------------|----------------|------------------|----------------|------------------|---------------------|
| | FY20 ACTUAL | FY19 ACTUAL | | | | |
| Revenues | | | | | | |
| Festivals | 1,000 | 0.21% | - | 0.00% | 10,000 | 0.27% |
| Gate Receipts | 114,037 | 24.05% | 60,922 | 18.73% | 1,874,000 | 51.00% |
| Annual Permits | 27,375 | 5.77% | 20,075 | 6.17% | 175,000 | 4.76% |
| Cabins | 15,713 | 3.31% | 9,944 | 3.06% | 150,000 | 4.08% |
| Rentals | 15,084 | 3.18% | 3,170 | 0.97% | 86,000 | 2.34% |
| Parksites | 182,046 | 38.39% | 122,643 | 37.71% | 730,000 | 19.87% |
| Marina Lease | 72,574 | 15.31% | 56,343 | 17.33% | 325,000 | 8.84% |
| Camp Store | 12,876 | 2.72% | 8,091 | 2.49% | 80,000 | 2.18% |
| Lodge | 15,385 | 3.24% | 30,450 | 9.36% | 156,000 | 4.25% |
| Other | 18,050 | 3.81% | 13,554 | 4.17% | 88,500 | 2.41% |
| | 474,140 | 100.00% | 325,192 | 100.00% | 3,674,500 | 100.00% |
| | | | | | | |
| Labor | | | | | | |
| City Labor | 235,109 | 49.59% | 229,830 | 70.68% | 1,231,816 | 33.52% |
| City Benefits | 124,620 | 26.28% | 119,282 | 36.68% | 534,652 | 14.55% |
| Workforce/Temp Labor | 8,487 | 1.79% | 1,628 | 0.50% | 70,000 | 1.91% |
| | 368,216 | 77.66% | 350,740 | 107.86% | 1,836,468 | 49.98% |
| | | | | | | |
| Camp Store | 8,006 | 62.18% | 13,130 | 162.28% | 50,750 | 63.44% |
| | | | | | | |
| Supplies | 7,772 | 1.64% | 16,524 | 5.08% | 161,585 | 4.40% |
| | | | | | | |
| Utilities | 46,283 | 9.76% | 25,499 | 7.84% | 263,000 | 7.16% |
| | | | | | | |
| Indirect Cost - Gen Fund | 35,929 | 7.58% | 34,175 | 10.51% | 143,716 | 3.91% |
| | | | | | | |
| Reimbursements | 14,188 | 2.99% | 17,012 | 5.23% | 56,748 | 1.54% |
| | | | | | | |
| Operating Expense | 92,520 | 19.51% | 84,038 | 25.84% | 670,189 | 18.24% |
| | | | | | | |
| Total Operating Expenditures | 572,914 | | 541,118 | | 3,182,456 | 18.00% |
| | | | | | | |
| Operating Income / (Loss) | (98,774) | -20.83% | (215,926) | -66.40% | 492,044 | 13.39% |
| | | | | | | |
| Transfer To Lake CIP | 50,000 | 10.55% | 62,503 | 19.22% | 200,000 | 5.44% |
| Capital | 41,641 | 8.78% | 22,539 | 6.93% | 246,000 | 6.69% |
| | 91,641 | 19.33% | 85,042 | 26.15% | 446,000 | 12.14% |
| | | | | | | |
| Total All Expenditures | 664,555 | | 626,160 | | 3,628,456 | |
| | | | | | | |
| Net Income / (Loss) | (190,415) | -40.16% | (300,968) | -92.55% | 46,044 | 1.25% |

Financial Report December 2019 (UnAudited)



| | FY20 ACTUAL | FY19 ACTUAL | FY20 BUDGET | Actual To Budget |
|------------------------------|----------------|----------------|------------------|---------------------|
| Active Members | 10,373 | 3,382 | 13,000 | |
| MEMBERSHIPS | 402,103 | 251,023 | 1,600,000 | 55.17% |
| LEAGUES / TOURNAMENTS | 14,993 | 2,454 | 250,000 | 8.62% |
| ACTIVITIES | | | | |
| Camps | 8,299 | 571 | 100,000 | 3.45% |
| Massage | 4,985 | 65 | 50,000 | 1.72% |
| Swim | 4,200 | - | 75,000 | 2.59% |
| Recording Studio | 1,180 | - | 80,000 | 2.76% |
| Art | 5,365 | 300 | 25,000 | 0.86% |
| Fitness | 29,656 | 16,223 | 275,000 | 9.48% |
| | 53,685 | 17,159 | 605,000 | 20.86% |
| FOOD & BEVERAGE | | | | |
| Food Service | 0 | - | 20,000 | 0.69% |
| Alcohol | - | 2,326 | 0 | 0.00% |
| Catering | - | - | 5,000 | 0.17% |
| | 0 | 2,326 | 25,000 | 0.86% |
| OTHER / MISC. | | | | |
| Special Events | - | - | - | 0.00% |
| Childcare | 9,984 | 4,890 | 30,000 | 1.03% |
| Vending | 1,621 | - | 10,000 | 0.34% |
| Merchandise | 874 | 4,908 | 25,000 | 0.86% |
| Theater | 15,939 | 295 | 100,000 | 3.45% |
| Rentals | 47,857 | 12,188 | 160,000 | 5.52% |
| Sponsorships | - | 20,000 | 75,000 | 2.59% |
| Youth Programs | 2,915 | 590 | 20,000 | 0.69% |
| Transfers - Gen Fund | - | - | - | 0.00% |
| | 79,190 | 42,871 | 420,000 | 14.48% |
| TOTAL REVENUE | 549,971 | 315,833 | 2,900,000 | 18.96% |

Financial Report December 2019 (UnAudited)



| | FY20 ACTUAL | FY19 ACTUAL | FY20 BUDGET | Actual To Budget |
|---|-----------------|------------------|--------------------|---------------------|
| LABOR | | | | |
| City Labor | 337,174 | 261,180 | 1,918,480 | 66.15% |
| City Benefits | 112,241 | 103,953 | 492,772 | 16.99% |
| | 449,415 | 365,133 | 2,411,252 | 83.15% |
| COST METRICS | | | | |
| Activities | 33,524 | 13,154 | 338,500 | 55.95% |
| Leagues/Tournaments | 1,398 | - | 162,500 | 65.00% |
| Message | 3,757 | - | 40,000 | 80.00% |
| Resale | - | 6,227 | 17,500 | 70.00% |
| Youth Programs | 1,691 | - | 17,000 | 85.00% |
| Theater | 1,257 | 6,853 | 30,000 | 30.00% |
| Food & Beverage | - | 7,145 | - | 0.00% |
| | 41,627 | 33,379 | 605,500 | 20.88% |
| EXPENDITURES | | | | |
| Supplies | 9,147 | 15,752 | 135,000 | 4.66% |
| Utilities | 73,659 | 27,226 | 146,000 | 5.03% |
| Promotion | 23,213 | 15,421 | 150,000 | 5.17% |
| Maintenance | 22,397 | 4,083 | 74,500 | 2.57% |
| Contingency | - | - | 95,000 | 3.28% |
| Operating Expense | 48,929 | 79,185 | 575,800 | 19.86% |
| Reimbursements | 20,026 | 6,736 | 80,106 | 2.76% |
| | 197,371 | 148,403 | 1,256,406 | 43.32% |
| General Fund Reimbursement - Facilities | (75,000) | - | (75,000) | 100.00% |
| **TOTAL EXPENDITURES | 613,413 | 546,915 | 4,198,158 | 144.76% |
| OPERATING INCOME / (LOSS) | (63,442) | (231,082) | (1,298,158) | -44.76% |
| Cost Recovery | 89.66% | 57.75% | 69.08% | |
| Subsidy | 10.34% | 42.25% | 30.92% | |

** Includes One Time

Financial Report

December 2019 (Unaudited)



| | FY20 Actual | FY19 Actual | \$ CHG | FY20 Budget |
|---|------------------|-----------------|-----------------|-------------------|
| VISITATION STAT | | | | |
| Revenue/Visit Metric | 38,615 | 33,128 | | 438,284 |
| | 30.22 | 29.95 | | 23.86 |
| REVENUE BY DEPARTMENT | | | | |
| Waterpark Revenue | 724,213 | 587,285 | 136,928 | 6,728,597 |
| Food & Beverage Revenue | 296,859 | 260,624 | 36,235 | 2,249,400 |
| Retail & Misc Revenue | 65,266 | 55,762 | 9,504 | 992,925 |
| Arcade Revenue | 80,746 | 88,422 | (7,676) | 487,890 |
| Total Department Revenue | 1,167,084 | 992,093 | 174,991 | 10,458,812 |
| | | | | 100.00% |
| Total Department Expenses | 857,901 | 787,560 | 70,341 | 4,808,252 |
| | | | | 45.97% |
| Department Income | 309,183 | 204,533 | 104,650 | 5,650,560 |
| | | | | 54.03% |
| Undistributed Operating Expenses | | | | |
| Sales & Marketing | 186,811 | 219,065 | (32,254) | 1,408,279 |
| Administration & General | 271,842 | 236,478 | 35,364 | 1,007,120 |
| Maintenance | 144,858 | 131,861 | 12,997 | 878,727 |
| Utilities | 146,406 | 45,475 | 100,931 | 507,500 |
| Total Undistributed Operating | 749,917 | 632,879 | 117,038 | 3,801,626 |
| | | | | 36.35% |
| Gross Operating Profit | -440,734 | -428,346 | (12,388) | 1,848,934 |
| | | | | 17.68% |
| Fixed Cost / Insurance | | | | |
| Management Fees | 46,293 | 37,490 | 8,803 | 418,352 |
| Insurance | 53,055 | 83,721 | (30,666) | 226,200 |
| Total Fixed Cost / Insurance | 99,348 | 121,211 | (21,863) | 644,552 |
| | | | | 6.16% |
| NET INCOME | -540,082 | -549,557 | 9,475 | 1,204,382 |
| | | | | 11.52% |

3 Yr Analytic - DRAFT/PRELIM



| | FY18 | | FY19 | | FY20 | | Year Over Year Change |
|------------------------------|---------------------|---------------------|------|---------------------|------------------|--|--------------------------|
| | 2017 | 2018 | 2018 | 2019 | 2019 | | |
| REVENUES | | | | | | | |
| Gate | \$ 1,172,146 | \$ 1,297,740 | | \$ 1,334,583 | \$ 36,843 | | \$ 36,843 |
| Gift Shop | \$ 43,522 | \$ 54,964 | | \$ 40,939 | \$ (14,025) | | \$ (14,025) |
| Santa Pictures | \$ 14,604 | \$ 15,808 | | \$ 15,149 | \$ (659) | | \$ (659) |
| Concessions | \$ 41,294 | \$ 48,902 | | \$ 55,077 | \$ 6,175 | | \$ 6,175 |
| Carnival | \$ 9,576 | \$ 11,012 | | \$ 14,305 | \$ 3,293 | | \$ 3,293 |
| Sponsorships | \$ 36,550 | \$ 27,740 | | \$ 34,090 | \$ 6,350 | | \$ 6,350 |
| | \$ 1,317,692 | \$ 1,456,166 | | \$ 1,494,143 | \$ 37,977 | | \$ 37,977 |
| STATS | | | | | | | |
| | Closed 1 Day | Closed 1.5 Days | | | | | |
| Total Vehicles All Locations | 28,822 | 30,130 | | 28,887 | (1,243) | | (1,243) |
| Visitors | 165,203 | 172,583 | | 165,484 | (7,099) | | (7,099) |
| Fast Pass Vehicles | 427 | 799 | | 1,188 | 389 | | 389 |
| Fast Pass UpCharge | \$ 35,810 | \$ 61,766 | | \$ 97,047 | \$ 35,281 | | \$ 35,281 |
| Gate/Vehicle | \$ 40.67 | \$ 43.07 | | \$ 46.20 | \$ 3.13 | | \$ 3.13 |
| Event Days | 38 | 38 | | 34 | (4) | | (4) |



Legislation Details (With Text)

File #: 20-9761 **Version:** 1 **Name:** Summit Facility & Membership Update
Type: Agenda Item **Status:** Agenda Ready - Committee
File created: 1/27/2020 **In control:** Finance and Government Committee
On agenda: 2/4/2020 **Final action:**
Title: Summit Facility & Membership Update
Sponsors:
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Gary Yakesch

Title
Summit Facility & Membership Update

Presenter
Cheryl DeLeon, Director Parks, Arts, & Recreation

Recommended Action
Presentation Only

Analysis
Presentation Only

Financial Consideration
Presentation Only



Legislation Details (With Text)

File #: 20-9708 **Version:** 1 **Name:** 010720 F&G Mins
Type: Agenda Item **Status:** Agenda Ready - Committee
File created: 1/16/2020 **In control:** Finance and Government Committee
On agenda: 2/4/2020 **Final action:**
Title: Minutes of the January 7, 2020, Finance and Government Committee Meeting
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes 01-07-20.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Paula L. Elliott, Executive Assistant- Finance

Title

Minutes of the January 7, 2020, Finance and Government Committee Meeting

Presenter

Mr. Jim Swafford, Chairman

Recommended Action

Approve



MINUTES
CITY COUNCIL FINANCE AND GOVERNMENT COMMITTEE
January 7, 2020

The City of Grand Prairie Finance and Government Committee convened at 2:33 p.m. on Tuesday, January 7, 2020 in the Grand Prairie City Hall, 317 College Street, Grand Prairie, Texas. The following persons were in attendance:

COMMITTEE MEMBERS PRESENT

Jim Swafford, Chairman

Greg Giessner

Jorja Clemson

Chairman Swafford called the meeting to order. Chairman Swafford recognized that there were no speakers present today.

Consent Agenda

Chairman Swafford asked the committee if they needed to remove any items from the consent agenda. Committee members Clemson and Giessner said they did not. Ms. Clemson moved to approve Items 1 – Items 8 on consent and send them to City Council for review and approval. Mr. Giessner seconded. Motion carried.

Item 1 – Minutes of the December 17, 2019, Finance and Government Committee Meeting

Item 2 – Renewal of the city's contract with Life Extension Clinics, Inc. DBA Life Scan Wellness Center for Annual Medical Evaluations for Fire Personnel in the increased annual amount of \$50,000 through an interlocal agreement with the City of Plano for a one-year term with two additional one-year renewal periods remaining totaling \$180,000 if all extensions are exercised

Item 3 – Construction Contract with McMahon Contracting, L.P. in the amount of \$3,522,865.43 for Paving, Drainage and Water Improvements in Ragland Road and Day Miar Road; Material Testing with Kleinfelder in the amount of \$32,416.55; contract contingency in the amount of \$176,143; In-House labor distribution in the amount of \$176,143 for a total project cost of \$3,907,567.98

Item 4 – Purchase and installation of all audio/video equipment for phase two of the new City Hall project from Infinity Sound, Ltd. in the amount of \$196,955 through a national interlocal agreement with BuyBoard

Item 5 – Purchase and installation of all security and door access control equipment for phase two of the New City Hall project from Videotronix, Inc. (dba VTI Security) in the amount of \$92,190.60 through a national interlocal purchasing agreement with the State of Minnesota.

Item 6 – Purchase and installation of all network infrastructure equipment for phase two of the new City Hall project from Facility Solutions Group (FSG) in the amount of \$94,931 through a national interlocal agreement with BuyBoard

Item 7 – Purchase and installation of all security and door access control equipment for new Fire Station 3 from Videotronix, Inc. (dba VTI Security) in the amount of \$41,263.38 through a national interlocal purchasing agreement with the State of Minnesota.

Item 8 – Change Order/Amendment No. 6 with Hill & Wilkinson General Contractors for phase one of the New City Hall Complex in the amount of \$129,952.64 for landscape revisions, handrail changes, utility coordination, added security provisions, signage credit, south stairwell conditioning, glass vision panels, engraved outlet plates, parking curb adjustments, millwork modifications, increased concrete scope, added drainage, door hardware keying revisions, construction schedule impacts and credits for eliminated scope of work

Items for Individual Consideration

Item 9 – Developer Agreement Final Reconciliation Change Order for Greenway Trails with WM SUB GT, LP in the negative amount of \$879,167.67

Mr. Gabe Johnson, Director of Public Works, reminded the committee back in April of 2018, the city was working through a development agreement with Greenway Trails which is DL Horton. They were upsizing the water line from a 12” line to 18” and 24” lines. The city contributed \$1.5 million to cover our cost. However, the developer has not agreed to that number and is not responding to emails. *Mr. Swafford asked what the total project cost is. Mr. Johnson said about \$2.5 million. Mr. Giessner moved to table Item 9 until a final number is agreed upon by the development company. Ms. Clemson seconded. Motion carried.*

Item 10 – Resolution in support of the Lennox House application for Tax Credits

Mr. Bill Hills, Director of Housing and Neighborhood Services, informed the committee that the Lennox House Apartments was the first Housing project that he had ever worked on as the city’s housing director back in 1993. It is the only housing project in the downtown area. The complete renovation would cost \$2.5 million. However, in order for the project to make the application, the city must show support. National Church Residences (NCR) owns the building and they are on board with the city’s downtown revitalization team. This renovation will be partly paid for by a 9% Low Income Housing Tax Credit (LIHTC). *Mr. Giessner questioned what the renovation covers. Mr. Hills said the interior, exterior and parking lot. Ms. Clemson asked if the facility will remain for seniors. Mr. Hills said yes. Ms. Clemson moved to approve and send to City Council for review and approval. Mr. Giessner seconded. Motion carried.*

Item 11 – Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$8,597,939

Mr. Walter Shumac III, Director of Transportation Services, advised the committee this project originated back in 2015 and was a 4 way partnership. As the project progressed to engineering, construction prices rose and Dallas County instituted a new rule, small business enterprise. *Mr. Giessner clarified that this is on the City of Dallas border. Mr. Shumac III replied yes, but they lack interest in the project. Mr. Bill Crolley, Deputy City Manager commented that the City of Dallas did not want to participate, but they negotiated with Dallas County and said that our city could redistribute some of the money from other county projects and place on this project. However, no additional funds are coming. Mr. Swafford stated he has several problems with this item. \$10 million over budget is very significant. That is enough to table it. This is the promise of \$5 million over the next 24 months not knowing what could happen. Mr. Giessner asked when the RTR funds expire. Mr. Crolley said December. Mr. Swafford questioned if a 4 lane road is necessary. Mr. Shumac III answered yes, because of traffic volume. Mr. Giessner moved to approve and send to City Council for review. He also commented that he was personally against approval, but wanted the full council to consider the item. Ms. Clemson inquired if the city could possibly get more than 2 years to pay it. Mr. Shumac III replied it is unlikely. It has to be paid for at the project completion. There was no second. Chairman Swafford stated the recommendation is for non-approval.*

Item 12 – Ordinance amending the FY 2019/2020 Capital Improvement Projects Budget; construction contract with Gra-Tex Utilities in the amount of \$2,558,259 for sanitary sewer and electrical improvements at Loyd Park; material testing with Kleinfelder Consultants in the amount of \$23,513; contract contingency in the amount of \$127,913; In-house labor distribution in the amount of \$127,913 for a total project cost of \$2,837,598

Mr. Duane Strawn, Assistant Director of Operations Parks, informed the committee this item is for the utility upgrades at Loyd Park. Loops A and F & G will be upgraded as part of phase 1. The bonds will pay for it and the project was awarded to Gra-Tex Utilities. *Mr. Giessner inquired if this will allow direct sewer connections to the campsites. Mr. Strawn replied yes, each campsite will have a 50 amp upgrade and sewer. Mr. Swafford asked if there was an alternate bid on one of these for copper instead of aluminum. Mr. Strawn said yes, that was alternate c which is direct burying copper. Ms. Clemson moved to approve and send to City Council for review and approval. Mr. Giessner seconded. Motion carried.*

Item 13 – Ordinance amending the FY 2019/2020 Capital Improvement Projects Budget in the amount of \$260,000; and approve a contract with DCC, through a national interlocal agreement with BuyBoard, for pool replaster repairs at McFalls and Bowles Pools in an amount not to exceed \$115,000

Mr. Gary Yakesch, Assistant Director – Business Parks, advised the committee this item contains Director De Leon’s “love list” items or in other words minor type improvements that people can see, feel, and touch at the Summit, 2 outdoor pools and the Veteran’s center. The committee had no questions. *Mr. Giessner moved to approve and send to City Council for review and approval. Ms. Clemson seconded. Motion carried.*

Item 14 – Change Order/Amendment No 2 with TBG Partners in the amount of \$44,950 for design of parking lot and modification of overall Master Plan for PlayGrand Adventures

Mr. Yakesch informed the committee this item has 2 elements. *Mr. Swafford questioned which side of the animal shelter this will be on. Mr. Yakesch answered it will be on the east side. Mr. Swafford asked what the estimated cost of the project is. Mr. Strawn said between \$4 million and \$4.5 million. Ms. Clemson moved to approve and send to City Council for review and approval. Mr. Giessner seconded. Motion carried.*

Item 15 – Contract for the purchase and installation of protective rain canopies and shade structures for Firehouse Gastro Park from Playground Solutions of Texas, Inc. in the amount of \$149,122 through a national interlocal agreement with Sourcewell; city staff is recommending a foundations coordination allowance of \$30,000 and an allowance of \$20,000 for existing facility adjustments required, bringing the total funding request to \$199,122

Mr. Andy Henning, Senior Building and Construction Projects Manager, advised the committee our team talked to 3 different companies who are on state purchasing coop agreements. Playground Solutions was best in both categories. The money will come out of the downtown revitalization fund and then will be replenished 2021. *Mr. Giessner clarified where the garden bar is. Mr. Henning replied where the tent is set up from the building to the south fence line. Mr. Giessner asked if the shade structures will be mobile. Mr. Henning no because then they would not last as long. Ms. Clemson questioned what their life expectancy is. Mr. Henning answered 5 years and possibly 10. Mr. Giessner moved to approve and send to City Council for review and approval. Ms. Clemson seconded. Motion carried.*

Executive Session

There was no executive session at today’s meeting.

The Finance and Government Committee meeting adjourned at 3:28 p.m.

Jim Swafford, Chairman
Finance and Government Committee

Date



Legislation Details (With Text)

File #: 20-9716 **Version:** 1 **Name:** Westchester PID Landscape Maintenance Contract
Type: Agenda Item **Status:** Consent Agenda
File created: 1/21/2020 **In control:** Finance
On agenda: 2/4/2020 **Final action:**
Title: Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)
Sponsors:
Indexes:
Code sections:
Attachments: [Exhibit A-WCPID Budget 5yr service plan-FY20-WC-Final.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Lee Harriss, Special District Administrator

Title
Westchester PID Contract with Site Landscape Development for landscape maintenance in the amount of \$436,005 for a one year term (Council District 6)

Presenter
Lee Harriss, Special District Administrator

Recommend Action
Approve

Analysis
The PID Board recommended that Site Landscape Development be awarded a contract for landscape and irrigation system maintenance services. The term extends from March 1, 2020 through February 28, 2021. Site Landscape Development had the contract last year and performed satisfactorily.

Texas Local Government Code, Chapter 252.022 (a) (9) exempts public improvement districts from competitive bidding requirements. Per that statute, the PID Advisory Board is empowered to enter into contracts such as the ones with Site Landscape Development following approval by the City Council.

Financial Consideration
Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$1,041,103 for the fiscal year.

GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 1
Westchester
Five Year Service Plan 2020 - 2024 BUDGET

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.
Service Plan projects a 2% increase in assessed value per year.

| | | | | | | |
|--------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| INCOME: | Value | Assess Rate | Revenue | | | |
| Appraised Value | \$946,457,280 | \$ 0.11 | \$ 1,041,103 | | | |
| Description | Account | 2020 | 2021 | 2022 | 2023 | 2024 |
| Beginning Balance (Estimated) | | \$ 152,000 | \$ 68,954 | \$ 51,045 | \$ 41,555 | \$ 43,275 |
| P.I.D. Assessment | 42620 | \$ 1,041,103 | \$ 1,061,925 | \$ 1,083,164 | \$ 1,104,827 | \$ 1,126,923 |
| City Contribution | 49780 | 33,500 | 33,500 | 33,500 | 33,500 | 33,500 |
| TOTAL INCOME | | \$ 1,074,603 | \$ 1,095,425 | \$ 1,116,664 | \$ 1,138,327 | \$ 1,160,423 |
| Amount Available | | \$ 1,226,603 | \$ 1,164,379 | \$ 1,167,708 | \$ 1,179,881 | \$ 1,203,699 |
| EXPENSES: | | | | | | |
| Description | | 2020 | 2021 | 2022 | 2023 | 2024 |
| Office Supplies | 60020 | \$ 1,800 | \$ 1,800 | \$ 1,800 | \$ 1,800 | \$ 1,800 |
| Decorations | 60132 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Beautification* | 60490 | 135,000 | 135,000 | 135,000 | 135,000 | 135,000 |
| Wall Maintenance** | 60776 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Professional Engineering Services | 61041 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Mowing Contractor | 61225 | 266,005 | 266,005 | 266,005 | 266,005 | 266,005 |
| Tree Services | 61226 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 |
| Collection Service (\$2.75/Acct) | 61380 | 9,094 | 9,094 | 9,094 | 9,094 | 9,094 |
| Misc. | 61485 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Admin./Management | 61510 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 |
| Postage | 61520 | 50 | 50 | 50 | 50 | 50 |
| Electric Power | 62030 | 6,000 | 6,300 | 6,615 | 6,946 | 7,293 |
| Water Utility | 62035 | 102,000 | 107,100 | 112,455 | 118,078 | 123,982 |
| Irrigation System Maint. | 63065 | 35,000 | 35,000 | 41,850 | 46,035 | 50,639 |
| Decorative Lighting Maintenance | 63146 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Property Insurance Premium | 64080 | 3,500 | 3,675 | 3,859 | 4,052 | 4,254 |
| Liability Insurance Premium | 64090 | 2,200 | 2,310 | 2,426 | 2,547 | 2,674 |
| Fencing** | 68061 | 350,000 | 350,000 | 350,000 | 350,000 | 350,000 |
| Construction*** | 68540 | 50,000 | - | - | - | - |
| | | - | - | - | - | - |
| TOTAL EXPENSES | | \$ 1,157,649 | \$ 1,113,334 | \$ 1,126,154 | \$ 1,136,606 | \$ 1,147,791 |
| Ending Balance | | \$ 68,954 | \$ 51,045 | \$ 41,555 | \$ 43,275 | \$ 55,907 |

Avg. Annual Assessment by Home Value:

| | | | |
|-----------|--------------|---------------------------|------------|
| Value | Yrly Assmnt. | | |
| \$100,000 | \$110 | Avg. Property Value: | \$ 286,198 |
| \$150,000 | \$165 | Avg. Property Assessment: | \$ 315 |
| \$200,000 | \$220 | No. of Properties: | 3,307 |
| \$250,000 | \$275 | | |
| \$300,000 | \$330 | | |
| \$350,000 | \$385 | | |
| \$400,000 | \$440 | | |
| \$450,000 | \$495 | | |

*Flowerbed renovations

**Retaining wall and concrete wall repairs/replacements

***Entry monument signs: Polo/Robinson, Carrier/Camp Wisdom ,Longhorn Green Space benches, tables, waste receptacles, playground, additional art projects



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|----------------------|---|
| File #: | 20-9717 | Version: | 1 | Name: | Lake Parks PID-Site Landscape Development Landscape Maintenance Contract |
| Type: | Agenda Item | Status: | | Status: | Consent Agenda |
| File created: | 1/21/2020 | In control: | | In control: | City Council |
| On agenda: | 2/4/2020 | Final action: | | Final action: | |
| Title: | Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6) | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Lee Harriss

Title
Lake Parks PID Contract with Site Landscape Development for landscape maintenance in the amount of \$209,203.44 (Council Districts 4 and 6)

Presenter
Lee Harriss, Special District Administrator

Recommended Action
Approve

Analysis
The PID Board recommended that Site Landscape Development be awarded a contract for landscape and irrigation system maintenance services. The term is from May 1, 2020 through April 30, 2021. Site Landscape Development had the contract last year and performed satisfactorily.

Texas Local Government Code, Chapter 252.022 (a) (9) exempts public improvement districts from competitive bidding requirements. Per that statute, the PID Advisory Board is empowered to enter into contracts such as the one with Site Landscape Development following approval by the City Council.

Financial Consideration
Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$380,059 for the fiscal year.

GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 7
Lake Parks
Five Year Service Plan 2020 - 2024 BUDGET

Income based on Assessment Rate of \$0.11 per \$100 of appraised value.
Service Plan projects a 1% increase in assessed value per year.

| | | | | | | |
|--------------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| INCOME: | | Value | Assess Rate | Revenue | | |
| Appraised Value | | \$345,508,014 | \$ 0.11 | \$ 380,059 | | |
| Description | Account | 2020 | 2021 | 2022 | 2023 | 2024 |
| Beginning Balance (Estimated) | | \$ 355,000 | \$ 182,713 | \$ 211,377 | \$ 240,886 | \$ 271,131 |
| P.I.D. Assessment | 42620 | \$ 380,059 | \$ 383,859 | \$ 387,698 | \$ 391,575 | \$ 395,491 |
| City Contribution | 49780 | 10,770 | 10,770 | 10,770 | 10,770 | 10,770 |
| TOTAL INCOME | | \$ 390,829 | \$ 394,629 | \$ 398,468 | \$ 402,345 | \$ 406,261 |
| Amount Available | | \$ 745,829 | \$ 577,342 | \$ 609,845 | \$ 643,231 | \$ 677,392 |

| | | | | | | |
|----------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| EXPENSES: | | 2020 | 2021 | 2022 | 2023 | 2024 |
| Description | Account | | | | | |
| Office Supplies | 60020 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Decorations | 60132 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Beautification* | 60490 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 |
| Wall Maintenance | 60776 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Mowing Contractor | 61225 | 112,204 | 112,204 | 112,204 | 112,204 | 112,204 |
| Collection Service (\$2.75/Acct) | 61380 | 3,512 | 3,512 | 3,512 | 3,512 | 3,512 |
| Misc. | 61485 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 |
| Admin./Management | 61510 | 18,900 | 18,900 | 18,900 | 18,900 | 18,900 |
| Postage | 61520 | 50 | 50 | 50 | 50 | 50 |
| Electric Power | 62030 | 16,000 | 16,800 | 17,640 | 18,522 | 19,448 |
| Water Utility | 62035 | 41,000 | 43,050 | 45,203 | 47,463 | 49,836 |
| Pond/Canal Maintenance-Aquatic | 63038 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| Pond/Canal Maintenance-Equip | 63039 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Irrigation System Maint. | 63065 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| Playground/Picnic Area Maintenan | 63135 | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| Decorative Lighting Maintenance | 63146 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Property Insurance Premium | 64080 | 750 | 750 | 750 | 750 | 750 |
| Liability Insurance Premium | 64090 | 800 | 800 | 800 | 800 | 800 |
| Fencing** | 68061 | 60,000 | - | - | - | - |
| Lighting*** | 68637 | 30,000 | - | - | - | - |
| Construction Miscellaneous**** | 68151 | 50,000 | - | - | - | - |
| Construction***** | 68540 | 60,000 | - | - | - | - |
| TOTAL EXPENSES | | \$ 563,116 | \$ 365,966 | \$ 368,958 | \$ 372,100 | \$ 375,400 |
| Ending Balance | | \$ 182,713 | \$ 211,377 | \$ 240,886 | \$ 271,131 | \$ 301,992 |

Avg. Annual Assessment by Home Value:

| | | | |
|-----------|--------------|---------------------------|------------|
| Value | Yrly Assmnt. | | |
| \$100,000 | \$110 | | |
| \$150,000 | \$165 | | |
| \$200,000 | \$220 | Avg. Property Value: | \$ 270,562 |
| \$250,000 | \$275 | Avg. Property Assessment: | \$ 298 |
| \$300,000 | \$330 | No. of Properties: | 1,277 |
| \$350,000 | \$385 | | |
| \$400,000 | \$440 | | |
| \$450,000 | \$495 | | |

- *Projects planned include additional plants/living wall.
- **Sand River & Hunt entrance walls
- ***Back entrance lighting
- ****Pond trail improvements
- *****Playground expansion



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|--------------|--|
| File #: | 20-9722 | Version: | 1 | Name: | Change Order/Amendment No.1 for Site Landscape Developmentfor Lake Parks PID landscape maintenance |
| Type: | Agenda Item | Status: | | | Consent Agenda |
| File created: | 1/22/2020 | In control: | | | Finance |
| On agenda: | 2/4/2020 | Final action: | | | |
| Title: | Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6). | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Exhibit A-LPPID Budget 5yr service plan-FY20-LP.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Lee Harriss

Title
Lake Parks PID Change Order/Amendment No.1 for Site Landscape Development, Inc. for landscape maintenance in the total amount of \$66,090.79 (Council Districts 4 and 6).

Presenter
Lee Harriss, Special District Administrator

Recommended Action
Approve

Analysis
On May 21, 2019, a contract was awarded to Site Landscape Development, Inc. in the amount of \$213,703.44 for Lake Parks PID landscape maintenance. Because the total of this amendment is over \$50,000, this change cannot be implemented without City Council authorization.

This proposed Change Order No. 1 is for landscape maintenance in Lake Parks PID.

This change order will not change the term of this contract. The expiration date will be April 30, 2020.

Financial Consideration
Funds for this contract are available from annual assessments adopted by the City Council on September 17, 2019, which are estimated to generate \$380,059 for the fiscal year.



Legislation Details (With Text)

| | | | | | |
|----------------------|--|----------------------|---|--------------|---|
| File #: | 20-9715 | Version: | 1 | Name: | Summit Aquatic Chemical Storage Soil Stabilization - Falkenberg |
| Type: | Ordinance | Status: | | | Consent Agenda |
| File created: | 1/21/2020 | In control: | | | Parks & Recreation |
| On agenda: | 2/4/2020 | Final action: | | | |
| Title: | Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS | | | | |

Sponsors:

Indexes:

Code sections:

Attachments: [20-9715 - Summit Chemical Room - CO#1 Falkenberg.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Steve Plumer, Sr Project Manager

Title

Ordinance amending the FY2019/2020 Capital Improvements Projects Budget; Change Order/Amendment #1 with Falkenberg Construction for soil potassium chemical injection for soil stabilization at the Summit Chemical Building in a amount not to exceed \$26,285 through a national interlocal agreement with Choice Partners; additionally, authorize the City Manager to execute the initial contract through our interlocal agreement with Choice Partners having originally been presented to City Council as being through our interlocal agreement with TXMAS

Presenter

Cheryl DeLeon, Director of Parks, Arts and Recreation

Recommended Action

Approve

Analysis

The interior location of the aquatic chemical storage had caused corrosive damage to occur within the existing storage and adjacent electrical and pumping rooms. Staff evaluated a series of designs and determined that an exterior pre-engineered semi-enclosed structure (roofed) would be the most feasible and economical approach to replacement.

On October 15, 2019, City Council awarded a construction contract to Falkenberg Construction in the amount of \$70,340.00 for demolition and construction of the new canopy. Once final engineering was completed by

the secondary vendor's (Site Source) engineer, it was determined that soils were unstable, requiring soil stabilization. It was initially presented to City Council as being sourced through our interlocal agreement with TXMAS, however, due to an inability to validate pricing through TXMAS, City Staff is requesting the procurement source be changed to be through our interlocal agreement with Choice Partners; the pricing book remains the same (RS Means) and our quoted estimate will remain the same.

Change Order/Amendment No. 1 in the amount of \$26,285 will allow for the labor, material & equipment for Soil Potassium Chemical Injection required for structure stabilization.

Choice Partners purchasing cooperative offers procurement and contract solutions to meet government purchasing requirements. Staff at Choice Partners complete the legal, competitively bid government procurement process so members can act immediately to access the contract, saving time and money on the bidding process and purchase. Choice Partners national cooperative includes Facilities planning and facility contracts, Supplies and service contracts, Food contracts for bread, dairy, grocery, produce, and Technology products.

Falkenberg Construction contract #18/029JN-03 began February 28, 2018 and is set to expire February 27, 2021 with two additional one year renewals remaining.

This item was presented to the Finance and Government Committee on February 4, 2020 for recommendation and approval.

Financial Consideration

Funding for a contract with Falkenberg Construction in an amount not to exceed \$26,285 is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01917703 (Summit Chemical Storage Room).

Body

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$26,285 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) to WO #01917703 (SUMMIT CHEMICAL STORAGE ROOM)

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:

SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$26,285 from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01917703 (Summit Chemical Storage Room).

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.

**CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 317193 - 01917703
 Project Title: Summit Chemical Storage Room
 Current Request: \$26,285.00

| ACCOUNT DESCRIPTION | 1 CURRENT BUDGET | 2 AVAILABLE BALANCE | 3 CURRENT REQUEST | 2+3 REVISED BALANCE | 1+3 AMENDED BUDGET |
|----------------------------|---------------------------------|------------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| Material Testing (63210) | \$3,889 | \$0 | \$0 | \$0 | \$3,889 |
| Other Equipment (68360) | \$35,415 | \$35,415 | \$0 | \$35,415 | \$35,415 |
| Engineering/Design (68450) | \$25,000 | \$25,000 | \$0 | \$25,000 | \$25,000 |
| Construction (68540) | \$70,340 | \$0 | \$26,285 | \$26,285 | \$96,625 |
| Contingency (68570) | \$1,399 | \$0 | \$0 | \$0 | \$1,399 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| TOTAL | \$136,043 | \$60,415 | \$26,285 | \$86,700 | \$162,328 |



Legislation Details (With Text)

File #: 20-9712 **Version:** 1 **Name:** Northwest Trail Development - Veloweb Trail System 2019

Type: Ordinance **Status:** Consent Agenda

File created: 1/21/2020 **In control:** Parks & Recreation

On agenda: 2/4/2020 **Final action:**

Title: Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System

Sponsors:

Indexes:

Code sections:

Attachments: [20-9712 - Northwest Trail Connection - Interlocal.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Steve Plumer, Sr. Park Project Manager

Title

Ordinance amending the FY2019/2020 Capital Improvements Project Fund; Interlocal Agreement in the amount of \$25,000 with the Cities of Fort Worth, Arlington, Irving, Dallas and NCTCOG for branding and marketing for the Northwest Trail Development, a part of the Regional Veloweb Trail System

Presenter

Cheryl DeLeon, Director of Parks, Arts and Recreation

Recommended Action

Approve

Analysis

The City of Grand Prairie has been progressing in the development of the Veloweb Trail System in North Grand Prairie. The segments of trail are identified below:

- Lone Star Trail, 3.8 miles which connects to the City of Irving's Champion Trail
- Lone Star Trail Extension Project, 1.7 miles, TIF funded connection Lone Star Trail at Beltline to Wildlife Parkway at Hard Rock
- Wildlife Parkway Roadway Improvements, 0.6 miles connecting Wildlife Commerce Trail to existing Good Link Trail and funded through the Road Improvements Project
- The Good Link Trail was funded through federal highway administration funds as mitigation for State Hwy 161. The trail connects CP Waggoner to Mike Lewis Park
- The Northwest Connection will extend from Mike Lewis Park to the Fort Worth city limits, approximately 1.4 miles

On April 11, 2019, the Mayors of five Cities (Ft. Worth, Arlington, Grand Prairie, Irving and Dallas) met at the NCTCOG offices and discussed opportunities for regional collaboration to implement the regional trail through a branding and marketing initiative. The initiative will include elements such as a unified trail corridor name and logo; wayfinding signage guide; a plan for trailheads; identification of access points and infrastructure necessary for major events; a plan for 911 emergency signage and addresses for trailheads; a plan for partnership and maintenance responsibilities; and identification of economic development opportunities.

Each participating city will contribute \$25,000 towards branding and marketing for the Northwest Trail Development, a part of the regional Veloweb Trail System. NCTCOG staff will procure and manage the branding and marketing project and consultants.

This item was presented to the Finance and Government Committee on February 4, 2020 for their recommendation to City Council.

Financial Consideration

Funding in the amount of \$25,000 for the City of Grand Prairie's portion of the branding and marketing for the trail project is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Parks Capital Projects Fund (317193) to the Grant Capital Projects Fund (300596), WO# 15019020 (Northwest Trail Connection).

Body

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$25,000 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) TO THE GRANT CAPITAL PROJECTS FUND (300596), WO #15019020 (NORTHWEST TRAIL CONNECTION)

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:

SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$25,000 from the unobligated fund balance in the Park Capital Projects Fund (317193) to the Grant Capital Projects Fund (300596), WO #15019020 (Northwest Trail Connection).

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.

**CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 317193 - 15019020
 Project Title: Northwest Trail Connection
 Current Request: \$25,000.00

| ACCOUNT DESCRIPTION | 1 CURRENT BUDGET | 2 AVAILABLE BALANCE | 3 CURRENT REQUEST | 2+3 REVISED BALANCE | 1+3 AMENDED BUDGET |
|--------------------------------|---------------------------------|------------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| Adv/Promotions (61600) | \$0 | \$0 | \$25,000 | \$25,000 | \$25,000 |
| Construction (68540) | \$4,296,865 | \$4,296,865 | \$0 | \$4,296,865 | \$4,296,865 |
| Engineering/Consultant (68540) | \$303,135 | \$303,135 | \$0 | \$303,135 | \$303,135 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| | | | \$0 | \$0 | \$0 |
| TOTAL | \$4,600,000 | \$4,600,000 | \$25,000 | \$4,625,000 | \$4,625,000 |



Legislation Details (With Text)

| | | | | | |
|-----------------------|--|----------------------|---|----------------------|----------------------------------|
| File #: | 20-9756 | Version: | 1 | Name: | Armored Car Service Amendment |
| Type: | Ordinance | Status: | | Status: | Consent Agenda |
| File created: | 1/24/2020 | In control: | | In control: | Finance and Government Committee |
| On agenda: | 2/4/2020 | Final action: | | Final action: | |
| Title: | Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000 | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Pooled Investment Fund.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From
Brady Olsen

Title
Ordinance Amending the FY 2019/2020 Cash & Debt Management Fund for unexpected future expenses beyond current budget in the amount of \$20,000

Presenter
Becky Brooks, CFO

Recommended Action
Approve

Analysis
At the time of the budget, Trinity Armored Service provided armored car service for the city under an annual contract. The contract was projected at \$85,000 for the fiscal year. In January, the company announced they could no longer maintain insurance for their service and would no longer be able to serve the City. Since then, they were able to offer a short term extension to cover ongoing service. We have bid out the project, and we are estimating an additional \$20,000 will be needed to provide armored car service throughout the City. We are not ready to award a contract at this point, but are aiming to by the meeting on February 18th. We wanted to make the committee aware we anticipate a change in the coming month.

Financial Consideration
Funding for the additional expenditures for armored car service, in the amount of \$20,000, is available by approving an ordinance transferring and appropriating from the unobligated fund balance in the Cash & Debt Management Fund.

Body
AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY

**2019/2020 CASH & DEBT MANAGEMENT FUND FROM THE UNOBLIGATED FUND
BALANCE FOR ADDITIONAL FUTURE EXPENSES IN THE AMOUNT OF \$20,000**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND
PRAIRIE, TEXAS:**

SECTION 1. THAT THE FY 2019/2020 Cash & Debt Management Fund be amended by approving an ordinance transferring and appropriating \$20,000 from the unobligated fund balance in the Cash & Debt Management Fund.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS,
4TH DAY OF FEBRUARY, 2020.**

CITY OF GRAND PRAIRIE
Pooled Investment Fund
2019/2020

| | <u>2019/2020</u> <u>APPR/MOD</u> |
|--|-------------------------------------|
| Beginning Resources | \$9,558,049 |
| Approved Revenues | 3,250,000 |
| TOTAL REVENUES | <u>\$3,250,000</u> |
| Reserves for Encumbrances | 0 |
| TOTAL RESOURCES | <u><u>\$12,808,049</u></u> |
| Approved Expenditures | 922,733 |
| ADD: | |
| <i>Additional Armored Car Service Cost</i> | <i>20,000</i> |
| TOTAL EXPENDITURES | <u>942,733</u> |
| Transfer to other Funds | \$7,200,000 |
| TOTAL APPROPRIATIONS | <u><u>8,142,733</u></u> |
| Ending Resources | <u><u>\$4,665,316</u></u> |



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|----------------------|----------------------------------|
| File #: | 20-9705 | Version: | 1 | Name: | financial management policy 2020 |
| Type: | Resolution | Status: | | Status: | Consent Agenda |
| File created: | 1/15/2020 | In control: | | In control: | Finance |
| On agenda: | 2/4/2020 | Final action: | | Final action: | |
| Title: | Resolution reviewing and approving the City's Financial Management Policy | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Financial Management Policies 2019 Update 1-10.pdf | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Brady Olsen, Treasury and Debt Manager

Title

Resolution reviewing and approving the City's Financial Management Policy

Presenter

Becky Brooks, Chief Financial Officer

Recommended Action

Approve

Analysis

The City's Financial Management Policy is a formally approved document that serves as the guidelines and parameters in developing the City's financial position. It is reviewed annually for necessary updates and presented to the Finance and Government Committee for consideration. With new leadership in the Finance staff, several sections of the policy have been updated. The majority of the revisions are either to ensure finance practice is in line with finance policy or to update the policy to industry best practices. Changes include:

1. Extending the time required to complete the audit from 120 days to a range of 120-180 days. This time frame ensures the maximum amount of available information can be included in the annual document.
2. The recommendation of partner rotation in our auditing firm.
3. Reduce formalization in the mode of required information communication.
4. Match the current format of the city's annual budget to the city's policy.
5. Allow for specific city-related projects to be presented outside of the annual capital budget.
6. Remove specific percentage-based requirements for the annual funding of maintenance to increase budgetary flexibility.
7. Allow for increased use of fees or charges to provide revenue flexibility in light of the SB2.
8. Provide greater evaluation of the ongoing use of TIFs within the city.
9. Allow for greater flexibility in the spending of interest earnings.

10. Remove mention of the City Manager's approved policies.
11. Update reserve and coverage requirements to meet ongoing rating agency standards.
12. Update legal references for the purchasing policy.
13. Reduce financing requirements to provide greater budgetary flexibility in light of SB2.
14. Improve internal transparency in grant applications.

Financial Consideration

There is no fiscal impact.

Body

A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, APPROVING THE CITY'S FINANCIAL MANAGEMENT POLICY

WHEREAS, it is the goal of the City to maintain a long-term stable and positive financial condition; and

WHEREAS, well-planned and prudent financial management is essential to the achievement of the City's goal; and

WHEREAS, the Finance and Government Committee reviewed the Financial Management Policy with several revisions throughout.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:

SECTION 1. THAT the City Council hereby adopts the attached Financial Management Policy.

SECTION 2. This resolution shall be in force immediately upon its passage in accordance with the Charter of the City of Grand Prairie and it is accordingly so resolved.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 4th DAY OF FEBRUARY, 2020.

**CITY OF GRAND PRAIRIE
FINANCIAL MANAGEMENT POLICIES
February 4th, 2020
Prepared by the Finance Department**

FINANCIAL MANAGEMENT POLICIES

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I. PURPOSE STATEMENT

These policies are developed by the City Manager to guide the Chief Financial Officer, Management Services Director, Budget Director, and Department staff in financial matters. The overriding goal of the Financial Management Policies is to enable the City to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council—Manager form of government established in the City Charter. The watchwords of the City’s financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the City’s day-to-day financial affairs and in developing recommendations to the City Manager. The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. ACCOUNTING** - The City Controller is responsible for establishing the chart of accounts, and for properly recording financial transactions.
- B. FUNDS** - Self-balancing groups of accounts are used to account for City financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund which is used to account for all transactions not accounted for in other funds. Funds are created and fund names are changed by City Council approval either through resolution during the year or in the City Council’s approval of the annual operating or capital budget ordinances.
- C. EXTERNAL AUDITING** - The City will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation, and must demonstrate that they have the breadth and depth of staff to conduct the City’s audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors’ report on the City’s financial statements including federal grants (single audit) will be completed within 180 days of the City’s fiscal year end, and the auditors’ management letter will be presented to the City staff within 180 days after the City’s fiscal year end. Staff will attempt to complete the reports prior to this, with a reach goal of 120 days. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The City staff and auditors will jointly review the management letter with the City Council Finance and Government Committee and City Council within sixty (60) days of its receipt by the staff.
- D. EXTERNAL AUDITORS’ RESPONSIBILITY TO CITY COUNCIL** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the City staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

The City Council Finance and Government Committee will conduct at least one closed session annually with the auditors present without the presence of City staff. Such meeting shall be conducted in accordance with the Open Meetings Act.

- E. EXTERNAL AUDITOR ROTATION** - The City will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five year intervals. The City will also consider periodic partner in charge rotations if continuing with existing auditors past five years.
- F. INTERNAL AUDITING** - The City Manager established an internal audit function February 1, 1989. The Management Services Director, who is responsible for internal audit, reports to the City Manager's office. The annual work plan for the internal auditor includes compliance test work and performance auditing along with designated special projects. The internal audit work plan is approved by the City Manager's office and reviewed quarterly by the Finance and Government Committee.
- G. EXTERNAL FINANCIAL REPORTING** - The City will prepare and publish a comprehensive annual financial report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles, and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.
- H. INTERNAL FINANCIAL REPORTING** - The Finance and Budget departments will provide internal financial information, via online access or reports, sufficient for management to plan, monitor, and control the City's financial affairs. Internal financial reporting objectives are addressed throughout these policies.

III. INTERNAL CONTROLS -

- A. WRITTEN PROCEDURES** - The Chief Financial Officer and Management Services Director are responsible for developing City-wide written guidelines on accounting, cash handling, and other financial matters which will be approved by the City Manager and Finance and Governance (F&G) Committee. Annually, the City Manager and F&G committee will approve the Internal Audit Workplan. Projects on the workplan will be reviewed quarterly by the F&G committee.
- The Finance Department will assist department managers as needed in tailoring these guidelines into detailed written procedures to fit each department's requirements.
- B. INTERNAL AUDIT** - Internal Audit will conduct reviews of the departments to determine if the departments are following the written guidelines as they apply to the departments. Internal Audit will also review the written guidelines on accounting, cash handling, and other financial matters. Based on these reviews, Internal Audit will recommend internal control improvements as needed.
- C. DEPARTMENT MANAGERS' RESPONSIBILITY** - Department Managers' responsibilities to the City Manager are to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal auditor internal control recommendations are addressed.

IV. OPERATING BUDGET

- A. PREPARATION** - The City’s “operating budget” is the City’s annual financial operating plan. The operating budget’s basis of accounting will be cash or modified accrual and reconciled to the annual audit. . . The budget is prepared by the Budget Office with the cooperation of all City Departments and is submitted to the City Manager who makes any necessary changes and transmits the document to the City Council. The budget should be presented to the City Council no later than six (6) weeks prior to fiscal year end, and should be enacted by the City Council prior to fiscal year end.
- B. BALANCED BUDGETS** - The operating budgets will be balanced with current revenues, exclusive of beginning resources, greater than or equal to current expenditures/expenses. Funds deemed at risk will be updated either monthly or quarterly to the Finance and Government Committee.
- C. PLANNING** - The budget process will be coordinated so as to identify major policy issues for City Council consideration several months prior to the budget approval date. The Budget Office will work closely with the Finance and Government Committee in order to review all funds prior to submitting a proposed budget to the entire City Council.
- D. REPORTING** – Monthly financial reports will be prepared and made available to Department Managers for use in managing their budgets and to enable the Budget Director to monitor and control the budget as authorized by the City Manager.
- E. CONTROL** - Operating expenditure controls are addressed throughout these policies.

V. CAPITAL BUDGET AND PROGRAM

- A. PREPARATION** - The City’s capital budget will include all capital project funds and all capital resources, excluding TIFs, PIDs, grants, and other unique projects. This budget will be prepared annually on a fiscal year basis and adopted by ordinance. The capital budget will be prepared by the Budget Office with the involvement of all required City departments.
- B. CONTROL** - All capital project expenditures must be appropriated in the capital budget , excluding TIFs, PIDs, grants, and other unique projects. The Budget Office must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.
- C. PROGRAM PLANNING** - The capital budget will include plans for a capital improvements program for future years. The planning time frame should be at least five years. The replacement and maintenance for capital items should also be projected for the next 5 years. Future maintenance and operations will be fully costed, so that these costs can be considered in the operating budget.
- D. ALTERNATE RESOURCES** - Where applicable, assessments, impact fees, and/or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

E. DEBT FINANCING - Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire and/or construct major capital assets with expected lives equal to or exceeding the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for the design and construction of capital projects, and small component parts which are attached to major equipment purchases. The City's debt policy will guide the use and extent of debt financing.

F. CAPITAL AND LENDING RESERVE FUND

The City established a Capital and Lending Reserve Fund in December, 2009 which is monitored by the Budget department and accounted for by the Finance Department separately from all other funds. There are no set funding sources; however, contributions may be added to this fund by recommendation of the City Manager's Office (CMO) and the Finance and Government Committee, and must be approved by the City Council. Interest earnings and/or other proceeds from the investment of the fund's assets shall be returned to this fund.

Expenditures and disbursements from the Capital Lending and Reserve Fund must be authorized and approved by City Council action following recommendations by the City Manager's Office and the Finance and Government Committee. A plan to replenish the fund over a reasonable time frame will be included in this authorization. There may be one-time uses that will not be repaid.

G. STREET MAINTENANCE - The City recognizes that deferred street maintenance increases future capital costs by an estimated 5 to 10 times. In 2017, the city voted ¼ cent of its sales tax and dedicated those revenues to street maintenance. Additionally, the city devotes PILOT and franchise fee revenue to street maintenance. Every five years, the street maintenance plan will be updated.

H. WATER/WASTEWATER MAIN REHABILITATION AND REPLACEMENT - The City recognizes that deferred water/wastewater main rehabilitation and replacement increases future costs due to loss of potable water from water mains and inflow and infiltration into wastewater mains. Therefore, to ensure that the rehabilitation and replacement program is adequately funded, the City's will annually appropriate cash as available.

I. GENERAL GOVERNMENT CAPITAL RESERVE - A reserve will be maintained for general governmental capital projects. The reserve will be funded with General Fund operating surpluses. The reserve will be used for, for major capital outlay, and for unplanned projects. As soon as practicable after each fiscal year end when annual operating results are known, any General Fund operating surplus in excess of budget which is not required to meet ending resources requirements may be transferred to the reserve with the approval of the City Council.

J. REPORTING - Monthly financial information will be available to enable Department Managers to manage their capital budgets and to enable the Budget Office to monitor the capital budget as authorized by the City Manager.

VI. REVENUE MANAGEMENT

A. SIMPLICITY - The City will strive to keep the revenue system simple which will result in a

decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

- B. CERTAINTY** - An understanding of the revenue source increases the reliability of the revenue system. The City will try to understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
- C. EQUITY** - The City will strive to maintain equity in the revenue system structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., senior citizen property tax exemptions or partial property tax abatement.
- D. ADMINISTRATION** - The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed for cost effectiveness as a part of the indirect cost and cost of services analysis. Where appropriate, the City will use the administrative processes of State or Federal collection agencies in order to reduce administrative costs.
- E. REVENUE ADEQUACY** - The City will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
- F. COST/BENEFIT OF ABATEMENT** - The City will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. Ideally, a cost/benefit (fiscal impact) analysis will be performed as a part of such analysis. Annually, the City will also assess the current boundaries of the tax increment reinvestment zones and determine their ongoing viability.
- G. DIVERSIFICATION AND STABILITY** - In order to protect the government from fluctuations in a revenue source due to fluctuations in the economy, and variations in weather, (in the case of water and wastewater), a diversified revenue system will be maintained.
- H. NON-RECURRING REVENUES** - One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.
- I. PROPERTY TAX REVENUES** - Property shall be assessed at 100% of the taxable value as appraised by the Dallas Central, Ellis, and Tarrant Appraisal Districts. Reappraisals and reassessments shall be completed as required by State law. A 99.5% collection rate will serve as a minimum for tax collections with a delinquency rate of 1% or less. The 99.5% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year. All delinquent taxes will be aggressively pursued. Delinquencies greater than 150 days will be turned over to the City Attorney or a private attorney, and a penalty assessed to compensate the attorney as allowed by state law and in accordance with the attorney's contract. Annual performance criteria will be developed for the attorney.

- J. PARKS AND RECREATION VENUE SALES TAX REVENUE** – Parks and Recreation Venue sales tax revenue shall supplement, but not supplant, the funding for the Parks and Recreation System which was in place prior to 2000. No more than 49.99% of Parks and Recreation Venue sales tax revenue may be used for operations. At least 50.01% of the revenue will be dedicated to capital expenditures and debt service for Parks and Recreation System improvements and for associated reserves.
- K. EMPLOYEE INSURANCE FUND** – Since a portion of the revenue in the Employee Insurance Fund is deducted from employee paychecks for the specific purpose of providing health and life insurance coverage, no funds shall ever be transferred out of this fund to be used for any other purpose. Any additional contingency will be budgeted in the Risk Fund for added flexibility.
- L. USER-BASED FEES** - For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as “full cost recovery”, “partial cost recovery”, and “minimal cost recovery”, based upon City Council policy.
- M. IMPACT FEES** - Impact fees will be imposed for water and wastewater, in accordance with the requirements of state law. The staff working with the Impact Fee Advisory Committee (Planning and Zoning Commission) shall prepare a semi-annual report on the capital improvement plans and fees. Additionally, the impact fees will be re-evaluated at least every five years as required by law.
- N. IN-LIEU-OF PROPERTY TAX** - The in-lieu-of-property-tax paid by the Water/Wastewater and Solid Waste funds will be dedicated solely to street maintenance and improvements.
- O. GENERAL AND ADMINISTRATIVE CHARGES** - A method will be maintained whereby the General Fund can impose a charge to the enterprise funds for general and administrative services (indirect costs) performed on the enterprise funds’ behalf. The details will be documented in the annual indirect cost study or staff analysis.
- P. UTILITY RATES** - The City will review utility rates annually, and if necessary, adopt new rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balance to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.
- Q. INTEREST INCOME** - Interest earned from investment of available monies will accumulate in a Pooled Investment Fund to use for special projects as approved by the City Manager and City Council. In specific instances or where required by law (such as forfeiture funds), interest may be assigned to a particular fund or account. .,
- R. REVENUE MONITORING** - Revenues actually received will be regularly compared to budgeted revenues, and variances will be investigated. This process will be summarized in the appropriate budget report.
- S. SALES TAX REVENUE** – The State Comptrollers’ Office collects, administers, and disburses

this revenue each month. The Budget Office monitors and reports this activity reflecting any Economic Development Agreements, state audit adjustments, and refunds made to the gross collections. These adjustments are prorated back to other sales taxing entities (Crime Control & Prevention District, Park Venue, Streets, etc.) that currently exist and have not been dissolved. The General fund may absorb any adjustment variances among the sales tax entities that may result due to dissolutions.

VII. EXPENDITURE CONTROL

- A. APPROPRIATIONS** – Appropriations are budgeted at the fund level. If budget amendments (increase in appropriations) are necessary, they must be approved by the City Council. Budget adjustments (transfers between line items within the same fund) are allowed as long as the adjustments do not exceed the total budgeted appropriations for that fund.
- B. VACANCY SAVINGS AND CONTINGENCY ACCOUNT** - The General Fund Contingency Account will be budgeted at a minimal amount (\$50,000). The contingency account balance for expenditures will be increased quarterly by the amount of available salary vacancy savings.
- C. CONTINGENCY ACCOUNT EXPENDITURES** - The City Council must approve all contingency account expenditures of \$50,000 or more, as discussed under Purchasing. While no approval is required, the City Council will be informed of General Fund contingency account expenditures of \$5,000 or more by memorandum in the Administrative Report. The Budget Office is responsible for submitting this memorandum to the City Manager based on information submitted by the spending department.
- D. CENTRAL CONTROL** - Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled; and, may not be spent by the department without City Manager authorization.
- E. PURCHASING** – All purchases shall be in accordance with the City’s purchasing policies as defined in the Purchasing Policy. City procurements are governed by state and federal law, as well as the city Code of Ordinances. The primary Texas Statutes that pertain to Purchasing are:
- TEX. LOC. GOV’T CODE:
 - § 176 Disclosure of Certain Relationships with Local Government Officers; Providing Public Access to Certain Information
 - § 252 Purchasing and Contracting Authority of Municipalities
 - § 271 Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments
 - § 302 Energy Saving Performance Contracts for Local Governments
 - § 791 Interlocal Cooperation Contracts
 - TEX. GOV’T CODE:
 - § 2252 Contracts with Governmental Entity
 - § 2253 Public Work Performance and Payment Bonds
 - § 2254 Professional and Consulting Services
 - § 2258 Prevailing Wage Rates
 - § 2267 Public and Private Facilities and Infrastructure

- § 2269 Contracting and Delivery Procedures for Construction Projects

Strong ethical standards are required at all levels of the purchasing function. Purchasing personnel and City departmental staff face the challenging task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct.

Criminal penalties are associated with attempts to avoid compliance with the state procurement laws, as detailed below.

Local Government Code Section 252

Sec. 252.062. CRIMINAL PENALTIES

(a) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B misdemeanor.

(b) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates Section 252.021, other than by conduct described by Subsection (a). An offense under this subsection is a Class B misdemeanor.

CLASS B MISDEMEANOR. An individual adjudged guilty of a Class B misdemeanor shall be punished by:

- (1) a fine not to exceed \$2,000;
- (2) confinement in jail for a term not to exceed 180 days; or
- (3) both such fine and confinement

(c) A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by Subsection (a) or (b). An offense under this subsection is a Class C misdemeanor.

CLASS C MISDEMEANOR. An individual adjudged guilty of a Class C misdemeanor shall be punished by a fine not to exceed \$500.

Sec. 252.063. REMOVAL; INELIGIBILITY.

(a) The final conviction of a municipal officer or employee for an offense under Section 252.062(a) or (b) results in the immediate removal from office or employment of that person.

(b) For four years after the date of the final conviction, the removed officer or employee is ineligible:

- (1) To be a candidate for or to be appointed or elected to a public office in this state;
- (2) To be employed by the municipality with which the person served when the offense occurred; and

(3) To receive any compensation through a contract with that municipality.

(c) This section does not prohibit the payment of retirement or workers' compensation benefits to the removed officer or employee.

Several purchasing practices may appear as attempts to avoid compliance with procurement laws. They are making *component, separate* or *sequential purchases* and are explained below.

“Component purchases” usually is an attempt to circumvent bid or proposal laws or other requirements by buying items or services through the issuance of multiple purchase orders for the component parts or services of the item versus issuing a single purchase order for the entire item or service. Repeated purchases of additional optional equipment or parts after an initial purchase may create the perception of component purchasing. An example of “Component purchasing” for an item would be to place an order for a mower under one Purchase Order and then place an order for an attachment for the mower under a different Purchase Order. An example of “Component purchases” for a service would be to place an order to have the grass mowed and place another order to have the weeds pulled, and another separate order to have the area edged.

“Separate purchases” are very similar to “component purchases” but are usually less likely to be a direct attempt to circumvent bid or proposal laws or other statutory/policy requirements. Items or services that are purchased under separate orders that should be ordered under a single purchase order or contract could be considered “separate purchases”. An example of “separate purchases” would be to place an order with one vendor to perform construction framing services; place a separate order with another vendor to install sheet rock; place a separate order with another vendor to paint; and etc. Another example of “separate purchases” would be to place an order with a vendor to document management system for department “A” and then place a separate order for document management system for another department.

“Sequential purchases” of like items or services over the course of a consecutive 365 day period may exceed the state competitive procurement requirements. In some cases sequential purchasing is unintentional. It may result from needs that could not be anticipated. It may also result from lack of centralization of the purchasing function as one department may not know that another department is purchasing the same goods or services. However, some sequential purchasing is intentional, and must be avoided at all costs. A good example of “Sequential purchasing” would be office supplies. Many departments do not individually purchase office supplies in values that exceed the limits of competitive procurement requirements. However, the value of office supplies purchased by all City departments far exceeds the limits at which competitive bidding is required. This is one reason that the Purchasing Division solicits bids and awards annual price agreement contracts for items and services. Operating departments are encouraged to bring to the attention of Purchasing any items or services that are not on a price agreement contract and for which the anticipated usage will be near or exceed the \$50,000 threshold.

F. PROFESSIONAL SERVICES - Professional Services Contracts consist of the following services: Certified Public Accountant, Architect, Physician, Optometrist, Surgeon, Surveyor, Professional Engineer, Interior Designer, Insurance, Real Estate Appraisers,. Professional services will generally be processed through a request for qualifications or proposals process, except for smaller contracts. The City Manager may execute any professional services contract except for insurance

less than \$50,000 provided there is an appropriation for such contract. While City Council approval of other contracts less than \$50,000 is not required, the Budget Office will inform the City Manager and the the City Council whenever a professional services contract of \$5,000 or more is approved.

G. PROMPT PAYMENT - All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the City's investable cash, where such delay does not violate the agreed upon payment terms.

H. EQUIPMENT FINANCING - Equipment may be financed when the unit purchase price is \$10,000 or more and the useful life is at least two years. General Fund equipment financing and equipment for the Parks and Recreation programs that were funded in the General Fund prior to fiscal year 2000 will be accounted for in the Equipment Acquisition Fund, along with related professional services costs including long range plans and studies.

I. INFORMATION TECHNOLOGY –

Certain information technology acquisitions will be centrally funded from the Information Technology (I/T) Capital Project Fund. Acquisitions from this fund may include all related professional services costs for researching and/or implementing an information technology project. Lease cost is also an eligible expense.

Items to be paid for in other funds include: The cost of repair and maintenance, supplies and replacement parts; acquisition of radios, telephones and pagers; on-going personnel costs; and, items acquired for a new position which will be budgeted with the position.

Annual funding of between \$250,000 and \$500,000 for replacements and between \$250,000 and \$500,000 for new technology will be provided through transfers from the General Fund and Water Wastewater Fund based on the relative amount of their budgeted ending resources.

Additional funding above the base amount may be provided for major projects with available one-time sources including debt proceeds.

VIII. ASSET MANAGEMENT

A. INVESTMENTS - The City's investment practices will be conducted in accordance with the City Council approved Investment Policies.

B. CASH MANAGEMENT - The City's cash flow will be managed to ensure all expenses can be paid with cash on hand.

C. INVESTMENT PERFORMANCE - A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Manager for presentation to the City Council.

D. FIXED ASSETS AND INVENTORY - These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

IX. FINANCIAL CONDITION AND RESERVES

- A. NO OPERATING DEFICITS** - Current expenditures will be paid with current revenues. Deferrals, short-term loans, or one-time sources will be avoided as budget balancing techniques. Reserves will be used only for emergencies or non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.
- B. INTERFUND LOANS** - Non-routine interfund loans shall be made only in emergencies when other temporary sources of working capital are not available and with the approval of the City Council. At the time an interfund loan is considered, a repayment plan prior to fiscal year end shall also be considered. A fund will only lend money that it will not need to spend for the next 365 days. A loan may be made from a fund only if the fund has ending resources in excess of the minimum requirement for the fund. Loans will not be made from the City's enterprise funds (Water/Wastewater, Solid Waste, etc.) except for projects related to the purpose of the fund. Total interfund loans outstanding from a fund shall not exceed 15% of the target fund balance for the fund. If any interfund loan is to be repaid from the proceeds of a future debt issue, a proper reimbursement resolution will be approved at the time the loan is authorized.
- C. OPERATING RESERVES** – **A key element of the financial stability of the City is to establish guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. Fund balance also provides cash flow liquidity for the City's general questions.**

Definitions:

Fund Equity is generally the difference between its assets and liabilities. Fund Balance is an accounting distinction made between the portions of fund equity that are spendable and non-spendable. These are broken up into five categories:

- (1) Non-spendable includes amounts that are not in a spendable form or required to be maintained intact (i.e., Inventory, prepaid assets, permanent funds, etc.).
- (2) Restricted includes amounts that can be spent only for specific purposes either constitutionally or through enabling legislation (e.g., grants and child safety fees).
- (3) Committed includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

The City Council is the highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

- (4) Assigned comprises amounts intended to be used by the government for specific purposes.

Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds (other than the General Fund), assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in these funds are, at a minimum, intended to be used for the purpose of that fund.

The City Council has authorized the City Manager as the official authorized to assign fund balance to a specific purpose as approved by the fund balance policy.

- (5) Unassigned is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Failure to meet the minimum unassigned fund balance will be disclosed to the City Council as soon as the situation is recognized, and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

- (a) The General Fund available fund balance will be maintained at a level of at least 50 days expenditures.
- (b) The combined ending resources of the Water/Wastewater shall be maintained at a level at least 80 days expenditures. The annual budget shall target rating agency standards.
- (c) The ending resources of the Parks and Recreation Venue Fund will be maintained at a level at least 80 days of budgeted Parks and Recreation Venue Sales Tax revenue. EPIC Surplus Operating Reserve Fund - \$1,000,000 will be maintained during the term of the outstanding debt schedule for EPIC. This amount is funded by surplus sales tax collections.
- (d) The Pooled Investment Fund resources balance should be maintained at a level equal to .50% times the value of the investment portfolio.
- (e) All other enterprise funds, including the Risk Management Fund and Employee Insurance Fund, should be maintained at a level equivalent to a minimum of 45 days expenditures.

Order of Expenditure of Funds – When multiple categories of fund balance are available for expenditure, the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

- D. RISK MANAGEMENT RESERVES** - The City will aggressively pursue every opportunity to provide for the public's and City employees' safety and to manage its risks.

Property, Liability, Workers Comp Reserves – Cash Reserves of no less than 85% of the actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Risk Management Fund.

Employee Insurance Reserves – Cash Reserves of no less than 100% of actuarially determined incurred but not reported (IBNR) costs shall be maintained in the Employee Insurance Fund.

Employee Insurance Stop Loss Reserves – The City will self-fund its employee health insurance stop loss. A cash reserve will be established to fund the stop loss reserve. The City's goal will be a \$2,000,000 stop loss reserve. This goal will be reviewed on an annual basis during the budget preparation process to evaluate the funding level adequacy.

Contingency Reserves – The City will self-fund a reserve in the employee insurance fund, up to \$1,000,000 to help offset claim years that result in higher than expected losses in order to preserve stability in the fund. This reserve is not actuarially required, but has been determined a sound process by actuaries reviewing the insurance fund due to volatility of claims that can occur. This reserve will be rebuilt, in whole or part, as funding is available, up to the maximum, during each budget year.

E. LOSS FINANCING - All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported (IBNR) claims and actuarial determinations. Such reserves will not be used for any purpose other than for financing losses.

F. ENTERPRISE FUND SELF-SUFFICIENCY - The City's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in-lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in-lieu-of-property taxes and/or franchise fees until the fund is able to pay them. The City Council may pay out-of-pocket expenses that a fund is temporarily unable to pay with interfund loans, to be repaid at a future date.

G. LANDFILL RESERVES – A series of cash reserves will be funded to help ensure stable customer rates and long term financial security for the City's landfill. The amounts required will be reviewed no less frequently than every second year.

Liner Reserve – An amount will be set aside from operations annually so that sufficient funds have accumulated to pay for the next liner when required. The amount set aside will be based on the average annual amount actually paid for liners over the most recent three year period, modified for known scope changes, if any, anticipated in the next liner project.

Equipment Replacement – An amount will be set aside from operations annually approximately equal to the average annual depreciation cost of all landfill equipment, based on estimated replacement cost less salvage value.

Closure/Post Closure – The reserve required according to Generally Acceptable Accounting Principles (GASB Statement No.18) will be accumulated over time through annual contributions from operations so that sufficient funds are on hand at the end of the life of the landfill to pay closure/post closure costs.

Landfill Replacement – The City's goal will be to fund the amount estimated to be required to provide a replacement solid waste disposal facility by the end of the life of the landfill through annual contributions from operations. The amount funded will be based on the average of the cost of two or more replacement alternatives as estimated by Public Works.

Capital Projects/Emergency Reserve – An amount approximately equal to the average annual amount required for miscellaneous capital improvements at the landfill will be provided annually from operations. Additionally, approximately one year’s average annual amount will be retained in the fund to provide for miscellaneous, moderate emergencies.

H. CEMETERY CARE AND MAINTENANCE FUND – In accordance with Section 713.002 of the Health and Safety Code, the City shall contribute 15% of every sale of burial rights (including graves, lawn crypts, and mausoleum crypts and columbaria niches) within the cemetery to the Cemetery and Maintenance Care Fund. The principal amount contributed to the fund will be non-expendable. Interest earned on the fund balance shall be used for the care and preservation of cemetery grounds.

I. CEMETERY PREPAID SERVICE FEE ESCROW – The Parks and Recreation Department is authorized to collect prepaid burial service fees from patrons of the cemetery. When collected, such fees will be deposited into the Cemetery Prepaid Service Fee Escrow account and a separate record of each patron’s deposit will be maintained by the Parks and Recreation Department. Upon delivery of the burial service to the patron, the amount on deposit will be transferred into the Cemetery Fund as revenue. Any interest earned on the Prepaid Service Fee Escrow account balance will be revenue to the Cemetery Fund. In the event the burial service is not delivered, the Parks and Recreation Department may refund the original amount paid without interest.

J. WATER/WASTEWATER RATE STABILIZATION FUND –
A Water/Wastewater Rate Stabilization Fund shall be established by ordinance as a fund and maintained separately from other funds. Its purpose will be to protect rate payers from excessive utility rate volatility. It may not be used for any other purpose. It will be funded with surplus revenues of the Water/Wastewater Fund and interest earnings. The City’s goal will be to maintain the Fund’s assets at a minimum of 7.5% of budgeted operating expenditures.

X. DEBT MANAGEMENT

A. GENERAL - The City’s borrowing practices will be conducted in accordance with Debt Management Policies approved by the City Manager and City Council.

B. SELF-SUPPORTING DEBT – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

C. ANALYSIS OF FINANCING ALTERNATIVES - The City will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

D. VOTER AUTHORIZATION - The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds, Tax Notes or Certificates of Obligations. However, the City may elect to obtain voter authorization for Revenue Bonds.

XI. STAFFING AND TRAINING

A. ADEQUATE STAFFING - Staffing levels will be adequate for the fiscal functions of the City to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload shedding alternatives will be explored before adding staff.

B. TRAINING - The City will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

C. AWARDS, CREDENTIALS - The City will support efforts and involvements which result in meeting standards and receiving exemplary recitations on behalf of any of the City's fiscal policies, practices, processes, products, or personnel. Staff certifications may include Certified Public Accountant, Certified Management Accountant, Certified Internal Auditor, Certified Payroll Professional, Certified Government Finance Officer, Professional Public Buyer, Registered Tax Assessor/Collector, and Certified Cash Manager, and others as approved by the City Manager upon recommendation of the Chief Financial Officer.

XII. GRANTS

A. APPLICABLE LAWS – The City shall adhere to federal and state laws and regulations related to grants.

(a) Federal grants are governed by and the City shall adhere to Federal Register Title 2, Subtitle A, Chapter II, Part 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Grant Guidance).

(b) State grants are governed by and the City shall adhere to Local Government Code Title 7, Chapter 783 - *Uniform Grants Management Standards* issued by the Governor's Office of Budget and Planning for the State of Texas.

B. AUTHORITY – The City Council determines the goals and priorities of the City. All grant-funded activities/programs are assessed and approved by the City Council to ensure that (1) the activity/program is consistent with these goals and priorities; (2) grant financial assistance is needed; and (3) grant proposals and budgets accurately reflect these goals and needs.

While the City Council approves all grant activities/programs, the Council may delegate authority to the City Manager to accept grant awards and execute all grant-related documents.

- C. BUDGETING** – A comprehensive needs assessment is conducted and approved by the City Council during the annual budget process. This assessment will be used for developing all federal and state grant budgets. Depending on the type of grant, the budget process may be done during the writing of the grant or after amounts are awarded.
- D. INDIRECT COSTS** – When allowable, indirect costs may be included when formulating budgets prior to application submission. The rates are determined by the Budget Department and approved by the City’s cognizant agency and are effective for the period October 1 – September 30 of each grant year.
- E. SOLICITATION** – It is the responsibility of City Departments to locate grant sources, determine the appropriateness of the grant, prepare council communications regarding applications and/or grant offers, and draft grant applications for submission for grants which would be cost beneficial and meet the City’s objectives.
- F. SUPPLEMENT NOT SUPPLANT – FEDERAL GRANTS** – The City has implemented guidelines to ensure compliance with federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.
 - (a) Federal funds may be used only to provide supplemental or augment the programs generally offered with state and local funds.
 - (b) Federal funds may be used only to provide supplemental services that would not have been provided had the federal funds not been available.
 - (c) State and local funds which previously funded activities may not be diverted to another purpose simply because federal funds are now available to fund those activities. In other words, the use of federal funds may not result in a decrease in state and local funds for a particular activity, which, the absence of the federal funds, would have been available to conduct the activity.
 - (d) Federal funds must supplement or augment that which must be provided by state law, or any activities which have been adopted as policy by the City to fund from non-federal sources.
 - (e) If federal funds are used to enhance or expand a state mandate or city policy, the federal supplementary activities must be separately identified and clearly distinguishable from the activities identified as necessary for implementing a state mandate or city policy as outlined in the implementation plan.

G. PROCUREMENT – In addition to City procurement policies and guidelines as outlined in the City’s Purchasing Policy, all applicable procurement requirements of federal and state grant fund regulations, other applicable laws and regulations, and Office of Management and Budget (OMB) circulars apply to the use of grant funds.

H. COMPLIANCE – The City shall comply with *specific* terms and conditions as set forth in Federal and State Grant Award Notifications (GAN). GANs may also include *general* terms and conditions. Should there be any inconsistency between the (1) *specific* terms and conditions, and (2) *general* terms and conditions, *specific* terms and conditions will govern.

If *general* or *specific* terms and conditions conflict with City policies and procedures, the most conservative rule will govern.

I. MANAGEMENT – Grant management lies within each Department of the City under the direction of Department Directors. Department Directors are accountable to the City Manager, the City Council, and to the granting agencies for the financial and regulatory administration of Federal, State and local financial assistance awarded to the City.

Grant management shall be in accordance with the City’s Grant Management Guidelines and Procedures Manual. Applications will be sent to Finance prior to submission in order to establish appropriate accounting and reporting, as well as to ensure appropriate banking information is provided to the grantor.

J. SECTION 8 OPERATING RESERVES - Section 8 reserves shall only be used for housing related expenditures in compliance with Department of Housing and Urban Development (HUD) regulations.

- b. A minimum threshold reserve of \$250,000 shall be maintained for Section 8 purposes to provide funding for future administrative and housing assistance payments in case funding from HUD is not sufficient. Such an insufficiency might become the responsibility of the City should unforeseen market or economic conditions, changes in HUD policy, or human error result in a Section 8 deficit.
- c. In addition to the minimum reserve, a contingency account of up to \$50,000 may be established annually which may, with the approval of the City Manager or, if appropriate, the City Council, be used for unforeseen, unbudgeted housing-related items.
- d. Amounts in excess of the \$250,000 minimum reserve and contingency account may be used for housing-related projects implemented by the Housing and Neighborhood Services Department (HNS) and approved by the City Council.
- e. Funds may be temporarily loaned from the \$250,000 minimum threshold reserve to finance housing-related projects if, in the judgment of the HNS Director and the City Council, the funds will not be required in the near future to cover a Section 8 deficit. At the time such a loan is approved, a repayment plan must also be approved.

K. CDBG PROGRAMS - City Council approval shall be required to add any new activity after adoption of the final budget. If the project cost of the new activity will be greater than 10% of the

total budget, the addition shall be submitted to HUD for approval.

XIII. ANNUAL REVIEW & REPORTING

- A.** These financial management policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget and will be presented to the City Council for confirmation of any significant changes.
- B.** The Chief Financial Officer will report annually to the Finance and Government Committee on compliance with these policies.



Legislation Details (With Text)

File #: 20-9758 **Version:** 1 **Name:** Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project

Type: Agenda Item **Status:** Consent Agenda

File created: 1/24/2020 **In control:** Engineering

On agenda: 2/4/2020 **Final action:**

Title: Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
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From

max

Title

Fire Station 4+6 Final Change Order/Amendment No. 4 with Key Construction in the amount of \$62,885.89 for Proposed Change Orders (PCOs) #005, #006 and #007 resulting from necessary work to coordinate, complete and closeout the overall fire station project

Presenter

Andy Henning, Senior Building and Construction Projects Manager

Recommended Action

Approve

Analysis

On June 5, 2018 the City Council awarded the Construction Manager at Risk (CMAR) contract to Key Construction for pre-construction services in the amount of \$15,000. This award provided for CMAR services including development of project estimates, preliminary construction schedules, value engineering proposals and constructability review during the Design Phase.

The current Change Order/Amendment No. 4 in the amount of \$62,885.89 is divided as follows: **\$10,936.00** for PCO #005 consisting of added power and cord reels, HVAC changes associated with ASI 04, corresponding electrical changes required, site civil changes, void form encasement and miscellaneous project changes resulting in money-saving credits to the project (9 in total)

\$17,242.58 for PCO #006 consisting of a new exhaust fan, power/data adjustments and additions, added miscellaneous steel supports at masonry and canopy areas, safety strip lighting at overhead door exits and credit for project buyout savings from the construction manager

\$34,707.31 for PCO #007 consisting of high early strength concrete for inspection schedule acceleration, building mounted Fire Department Connection (FDC), workout room mirror reduction credit, credit for rubber base manufacturer change, exterior guardrails at back vehicular entry gate track opening and added concrete drainage flume to avoid water ponding and runoff to residential neighbors

Change Order/Amendment No. 1 in the amount of \$4,400,000 was approved by City Council on August 7, 2018 (18-8082) for the Guaranteed Maximum Price (GMP) for the addition to Fire Station 6 scope of work defined in the Komatsu Architects Construction Documents package as competitively bid by Subcontractors to Key Construction along with the available balance of construction cost for Fire Station 4. Costs above and beyond the Key Construction portion of the project addressed in this Change Order/Amendment include previously approved construction pre-construction fees (\$15,000); previously approved design fees (\$481,174); 5% contingency (\$220,000); budget allowance for owner-provided FF&E (\$100,000); allowance for construction testing (\$70,000); allowance for A/V (\$30,000); allowance for IT/data (\$50,000); allowance for Fire Station 4 environmental remediation (\$10,000); cost of environmental remediation investigation at Fire Station 6 (\$715); allowance for fiber optic line relocation at Fire Station 4 (\$5,000); cost of fiber optic line relocation at Fire Station 6 (\$4,383.75); relocation allowance for security (\$60,000), all of which total the overall project budget of \$5,446,272.75.

Change Order/Amendment No. 2 in the amount of \$105,183.26 was approved by City Council on February 5, 2019 (19-8639) and was comprised of the following:

\$52,097.30 for added utilities for fire suppression system

\$1,500.00 for added notification lighting at equipment bay doors

\$11,888.00 for General Conditions due to schedule extension based on inclement weather and permit delays

\$1,702.76 for removal of abandoned manhole

\$19,000.00 for fire sprinkler system

\$2,480.00 for electrical changes due to final design coordination items

\$1,938.00 for added plumbing and natural gas line to outdoor courtyard

\$8,482.00 for Construction Manager overhead and profit percentages

\$2,744.20 for Payment and Performance Bond to cover increased construction cost associated with this Change Order/Amendment

\$3,351.00 for relocation of ATS and Oncor meter position

Change Order/Amendment No. 3 in the amount of \$144,319.71 was approved by City Council on May 7, 2019 (19-8897) and was comprised of the following:

\$117,270.00 for extended General Conditions due to necessary adjustments in project phasing along with significant weather delays to the project above and beyond the ordinary expected weather days contractually planned for

\$31,076.71 for added interior door at workout room, catwalk structure above apparatus bay, louver covers at code-required safe room, rerouting of sanitary sewer piping, added power provisions, additional low voltage controllers, new dimmer switches, relocation of exhaust fan and electrical panel changes

-\$4,027.00 credit for removal of apparatus bay drainage, ceiling fan supports, landscape revisions, tile changes, removal of trench drain, elimination of sand/oil separator, tree removal and final project buy-out/scope coordination

Items applicable to performance by the Construction Manager at Risk (CMAR) will be incorporated into the current Key Construction contract for a revised total contract in the amount of **\$4,727,388.86**.

This item was taken to the Finance and Government Committee on February 4, 2020 for their review and recommendation for approval.

Financial Consideration

Funding in total amount of \$62,886 is available in Fire Capital Projects Fund (400591) W.O. #01700401-03 (Station Relocation 4) 68540 (Construction)



Legislation Details (With Text)

| | | | | | |
|-----------------------|---|----------------------|---|----------------------|--------------------------------------|
| File #: | 20-9718 | Version: | 1 | Name: | Reconstruction project, 225 Moore St |
| Type: | Agenda Item | Status: | | Status: | Consent Agenda |
| File created: | 1/22/2020 | In control: | | In control: | Housing and Neighborhood Services |
| On agenda: | 2/4/2020 | Final action: | | Final action: | |
| Title: | Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04 | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | Contractors Bid Attachment A Reconstruct Procedures Attachment B | | | | |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Katherine Garcia-Thomson

Title

Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruct Program to Symone Construction in the amount of \$119,617.04

Presenter

William A. Hills, Director, Housing and Neighborhood Services

Recommended Action

Approve

Analysis

The family residing at the location in attachment A, has met all of the eligibility requirements of the HOME Reconstruct Program as described below; therefore the City Council is requested to award the bid for one residential reconstruction project as part of the HOME Reconstruct Program to the low bidder for the project, Symone Construction, for \$119,617.04.

The Housing and Neighborhood Services Department, as part of the Housing rehabilitation program, takes applications from citizens of Grand Prairie for assistance in the rehabilitation of their homes. All HNS rehabilitation programs are federally funded, with the reconstruction program being the most comprehensive rehabilitation effort. The detailed procedures and guidelines for the reconstruction program can be found in attachment B.

The HOME Reconstruct Program has specific eligibility requirements. The applicant must be 60 years of age or older, or have a long-term disability supported statement; the home must be owner occupied with a valid Deed of Trust; the property must be located in the city limits of Grand Prairie; the applicant must have owned

the property at least 3 years; the current taxes must be paid (county, city, and schools); the insurance must be current (minimum value of the home); and the property must be more than 75% deteriorated from its appraised value, as provided by the appropriate appraisal district. To qualify for the program, the applicant's income must not exceed 80% of the median income for the City of Grand Prairie, as determined by the U.S. Department of Housing and Urban Development (HUD). This program is a Deferred Payment Loan (DPL), not a grant, and a lien is placed on the property for the total amount of reconstruction with a 0% to 3% interest rate, based on the applicant's income.

Financial Consideration

The bid sheet for the project is attached (attachment B). Sufficient funding is available and was approved in the PY18 CDBG/HOME program budget to complete the projects using 301992 HOME Grant Funding.



HOUSING AND NEIGHBORHOOD SERVICES

CONTRACTOR'S BID FOR PLAN # 1245

PROPERTY: 225 Moore St. Grand Prairie, TX 75050

Date Bids 10-09-2019 Bid Deadline 10-18-2019 Bid Opening 10-23-2019

of Bids Faxed or Emailed 11

of Bids Returned 2

BIDDING CONTRACTORS

BID AMOUNT

Add-on Construction

No Bid

Keown Builders

No Bid

Nation Wide Contractors

No Bid

K. Tillman Construction

No Bid

Johnson Construction Services

\$122,010.00

Symone Construction Services

\$119,617.04 ✓

DSCI, Inc.

No Bid

Herdon Services

No Bid

B & R Contractor Services

No Bid

GTO

No Bid

Opportunity construction

No Bid

STAFF MEMBER REVIEWING

MANAGER REVIEWING

DIRECTOR REVIEWING

Handwritten mark resembling the number 2

RECONSTRUCT PROCEDURES

- I. Potential clients fill out the qualification questions form.
Property must be owner occupied and client must fall in the income range.
- II. When client comes up on waiting list, client fills out application and provides qualifying documents.
- III. We determine income and whether rehab will be paid back or not.
- IV. Rehab Coordinator does the Work Write Up (WWUP) and determines if the property is more than 75% deteriorated.
- V. If the property is more than 75% deteriorated, will need to be reconstructed.
- VI. Obtain Land Records
Property must be in owner's name. If any liens were found, they will need to be cleared before demolition.
- VII. Obtain Survey
Determine if building over the common lot line and if house will be over, we need to obtain paperwork from zoning and get it signed before demolition.
- VIII. Check zoning to determine the square footage of the house.
- IX. Obtain site plan
- X. Obtain foundation letter.
- XI. Obtain MEC check.
- XII. Project out for bid (5-10 days).
 - a. Site Plans
 - b. Building Materials List
 - c. Floor Plans
 - d. 3 elevations
- XIII. Award Bid to winning contractor.
- XIV. Client moves out to a relocation house, apartment or relatives.



Legislation Details (With Text)

File #: 20-9723 **Version:** 1 **Name:** CO #5
 - PlayGrand Adventures Phase I Construction

Type: Ordinance **Status:** Consent Agenda

File created: 1/22/2020 **In control:** Parks & Recreation

On agenda: 2/4/2020 **Final action:**

Title: Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I

Sponsors:

Indexes:

Code sections:

Attachments: [Change Order 05.H&W PGA.pdf](#)
[19-9523 - CO #5 PGA Hill and Wilkinson.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

Steve Plumer, Sr Park Planning Project Manager

Title

Ordinance amending the FY2019/2020 Capital Improvement Projects Budget; Change Order/Amendment #5 with Hill and Wilkinson in an amount not to exceed \$392,694.05 for additional concrete parking expansion, irrigation repairs, drainage additions, and signage for PlayGrand Adventures, Phase I

Presenter

Cheryl De Leon, Director of Parks, Arts and Recreation

Recommended Action

Approve

Analysis

On June 17, 2018, the City Council awarded the Construction Manager at Risk (CMAR) contract to Hill & Wilkinson, Inc. for Pre-Construction services in the amount of \$3,000. This award provided the CMAR services including development of project estimates, preliminary construction schedule, value engineering and constructability review during the design phase.

Change Order/Amendment No. 1, in the amount of \$5,549,995 was approved by City Council on November 6, 2018 for the GMP contract for construction.

Change Order/Amendment No. 2, in the amount of \$74,493.35 was approved by City Council on May 7, 2019 for soil conditioning, additional site work, revisions to a concrete retaining wall, and various credits for deletion of work and included a credit for sidewalk, landscape and irrigation at the intersection of Warrior Trail and

EPIC Place.

Change Order/Amendment No 3, in the amount of \$25,541.95 was approved by City Council on September 9, 2019 for masonry, concrete foundations, electrical & lighting, drainage, site work, and various credits for deletion of work.

Change Order/Amendment No. 4, in the amount of \$116,180.01 was approved by City Council on December 17, 2019 for additional drainage, masonry, wood fiber and sod, retaining wall footing revisions, PIP rubber surfacing, triangular column stone addition and credit for deletion of work.

Change Order/Amendment No. 5, in the not to exceed amount of \$392,694.05 is for additional concrete parking expansion, irrigation repairs, drainage additions, and signage.

All items will be incorporated into the current Hill & Wilkinson, Inc. contract for a revised total contract amount of \$6,158,904.36. With approval of this agenda item, the original contract value will have been increased by 14% in total, which is within the 25% maximum allowed by state procurement laws.

This item was presented to the Finance and Government Committee on February 4, 2020 for review and approval.

Financial Consideration

Funding for change order No 5 with Hill & Wilkinson is available as follows:

\$95,844 in the Parks Capital Project Fund (317193), WO #01613303 (PlayGrand Adventures Phase 1)
\$296,851 by approving an ordinance transferring and appropriating from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01613303 (PlayGrand Adventures Phase 1).

Body

AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2019/2020 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING AND APPROPRIATING \$296,851 FROM THE UNOBLIGATED FUND BALANCE IN THE PARK CAPITAL PROJECTS FUND (317193) TO WO #01613303 (PlayGrand Adventures Phase 1).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:

SECTION 1. THAT the FY 2019/2020 Capital Improvement Projects Budget be amended by transferring and appropriating \$296,851 from the unobligated fund balance in the Park Capital Projects Fund (317193) to WO #01613303 (PlayGrand Adventures Phase 1).

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, FEBRUARY 4, 2020.

DISTRIBUTION:
 CONTRACTOR _____
 CONSULTANT _____
 PROJECT FILE _____
 PURCHASING _____
 CITY SECRETARY _____

**CITY OF GRAND PRAIRIE
 CHANGE ORDER**



| | | | | | | |
|-------------------------|----------|-------------|-----------------|---------------------|--------------------|--------------------|
| CHANGE ORDER NO. | 5 | DATE | 3/4/2020 | CONTRACT NO. | P.O. 353689 | PROJECT NO. |
|-------------------------|----------|-------------|-----------------|---------------------|--------------------|--------------------|

| | |
|----------------------------|---|
| PROJECT DESCRIPTION | PlayGrand Adventures Phase I Construction |
|----------------------------|---|

| | |
|--|-----------------|
| ORIGINAL CONTRACT AMOUNT | \$ 5,549,995.00 |
| CHANGE ORDERS TO DATE | \$ 216,215.31 |
| PERCENTAGE OF CHANGE ORDERS TO DATE EXCLUDING THIS PROPOSED CHANGE ORD. | 10% |
| CONTRACT COST TO DATE | \$ 5,766,210.31 |
| AMOUNT OF PROPOSED CHANGE ORDER | \$392,694.05 |
| REVISED CONTRACT AMOUNT | \$ 6,158,904.36 |

IN ACCORDANCE WITH THIS CHANGE ORDER, THE CONTRACTOR SHALL:

Change

| | | |
|----------------|---|--------------|
| Item 1: PCO 32 | Add concrete parking paving Earthwork Utilities (Storm and Fire Line Landscape & Irrigation Site Parking Lighting Site Logistics General Conditions Material Testing Site Sealants Striping | \$377,155.07 |
| Item 2: PCO 43 | Add Expedite 3Form Panel Fabrication (Taken from Signage Allowance) | \$0.00 |
| Item 3: PCO 44 | Add Braille Strips and Sponsor Logos for P1 Leaves (\$2,865 Taken from Signage Allowance) | \$1,557.16 |
| Item 4: PCO 45 | Add Irrigation Repairs and Added Drainage | \$8,218.72 |
| Item 5: PCO 46 | Add Gravity Wall Additions | \$1,521.60 |
| Item 6: PCO 47 | Add Wheelchair Swing Instructional Sign/Install | \$4,241.50 |

TOTAL \$392,694.05 \$392,694.05

Source
 Owner's Contingency \$ 392,694.05

All the other terms, conditions and requirements of the contract shall remain the same.

It is understood and agreed that the acceptance of this Change Order by the contractor constitutes an accord and satisfaction and represents payment in full (both time and money) for all costs arising out of, or incidental to, the above Change Order. \$ 392,694.05

CONTRACTOR'S NAME: Hill & Wilkinson General Contractors

| | | | |
|-----------------------------|----------------------------------|-----------------------------------|--------------------------|
| ORIGINAL CONTRACT TIME | ADDITIONAL APPROVED TIME TO DATE | ADJUSTED CONTRACT COMPLETION DATE | ADDITIONAL TIME FOR THIS |
| 8-Nov-19 | 29 Days | 18-Jan-20 | |
| CONTRACTOR SIGNATURE | | DATE | CITY ATTORNEY |
| H&W: | | | DATE |
| CONSULTANT SIGNATURE | | DATE | CITY MANAGER |
| TBG Partners: | | | DATE |
| PROJECT MANAGER | SUPERVISOR | DATE | |
| Steve Plumer | | | |

**CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 317193 - 01613303
 Project Title: PlayGrand
 Current Request: \$296,851.00

| ACCOUNT DESCRIPTION | 1 CURRENT BUDGET | 2 AVAILABLE BALANCE | 3 CURRENT REQUEST | 2+3 REVISED BALANCE | 1+3 AMENDED BUDGET |
|----------------------------|---------------------------------|------------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| Minor Equip (60520) | \$135,132 | \$27,824 | \$0 | \$27,824 | \$135,132 |
| Contract Service (61065) | \$1,500 | \$0 | \$0 | \$0 | \$1,500 |
| Surveys & Studies (61405) | \$4,000 | \$0 | \$0 | \$0 | \$4,000 |
| Misc Services (61485) | \$4,025 | \$0 | \$0 | \$0 | \$4,025 |
| Land Purchase (68090) | \$370,147 | \$0 | \$0 | \$0 | \$370,147 |
| Design - (68450) | \$330,700 | \$0 | \$0 | \$0 | \$330,700 |
| Construction (68540) | \$5,937,527 | \$95,844 | \$296,851 | \$392,695 | \$6,234,378 |
| Contingency (68570) | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment/Supplies (68640) | \$1,793,994 | \$0 | \$0 | \$0 | \$1,793,994 |
| TOTAL | \$8,577,025 | \$123,668 | \$296,851 | \$420,519 | \$8,873,876 |



Legislation Details (With Text)

File #: 19-9651 **Version:** 1 **Name:** Resolution: Addendum PSA - Camp Wisdom Rd Widening
Type: Resolution **Status:** Consent Agenda
File created: 12/13/2019 **In control:** Engineering
On agenda: 2/4/2020 **Final action:**

Title: Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)

Sponsors:

Indexes:

Code sections:

Attachments: [619.80 Camp Wisdom.pdf](#)

| Date | Ver. | Action By | Action | Result |
|----------|------|--------------|--------|--------|
| 1/7/2020 | 1 | City Council | Tabled | |

From

max

Title

Resolution authorizing the City Manager to enter into a Project Specific Agreement Amendment with Dallas County for the widening of Camp Wisdom Road MCIP 40811 from approximately 1700 linear feet west of Carrier Pkwy to FM 1382 and commit the city to additional funding from the City's original share of \$3 million to be increased to \$5,350,000 (This item was tabled at the January 7, 2020 meeting.)

Presenter

Walter Shumac III, P.E., Director of Transportation Services

Recommended Action

Approve

Analysis

In 2003 when TXDOT and NCTCOG elected to build SH 161 main lanes as toll lanes instead of free lanes, the City of Grand Prairie was requested to submit a list of projects for Federal funding. From the list, 11 projects including Camp Wisdom Road from Carrier Pkwy to FM 1382 were selected for funding and approved by the Regional Transportation Council (RTC) of the North Central Texas Council of Governments (NCTCOG) in 2004. These projects became known as the "Near Neighbor" projects.

NCTCOG originally funded Camp Wisdom Road project for \$7,200,000 Federal and \$9 million Local (City). Since that time, non-federalized Regional Toll Revenue (RTR) funds became available and Staff submitted a request which was approved by the Regional Transportation Council (RTC) to swap the Federal funds for RTR

funds. That opened the door for Dallas County to act as Lead Agency for the Camp Wisdom Road project and contribute one half of the \$9 million Local share (\$4.5 million each agency). Project limit has been changed to approximately 1700 linear feet west of Carrier Pkwy to FM 1382 of which about 66.3% is in the City of Grand Prairie.

The original estimated overall project cost was \$16,200,000 of which \$7,200,000 was funded through RTR funds; \$4,500,000 Dallas County, \$1,500,000 City of Dallas and \$3,000,000 City of Grand Prairie.

Dallas County completed the design of Camp Wisdom Road project. Bids were opened by Dallas County on November 15, 2019. Two bids were received: Tiseo Paving Company: \$32,872,654 base bid including additive alternate and Ragle Inc. \$23,941,055.47 base bid including additive alternate. Ragle Inc. was the apparent low bidder.

This resolution was presented to Finance and Government on January 7, 2020. At which time, concerns were raised regarding the increased funding needed in future years from the City of Grand Prairie. Staff was requested to return to NCTCOG and request additional funding options for the short-fall above the current City approved funds during the previous budget processes. NCTCOG agreed to raise the RTR Funds by reallocating from other projects that will not be ready for construction during the current budget year. Any RTR funds used will be reallocated into future years NCTCOG budgets.

Project cost is now being revised to \$26,641,056 of which \$10,447,939 will be funded through RTR funds, \$9,543,117 Dallas County, \$1,300,000 City of Dallas and \$5,350,000 City of Grand Prairie.

At this time, they are requesting by Resolution that the City commit to additional funding from the City's original share of \$3 million to be increased to \$5,350,000.

Financial Consideration

Funding in the total amount of **\$5,350,000** is available as follows:

Current funds -

1. **\$409,620.35** has been paid to Dallas County to date for the Camp Wisdom project from Street Capital Projects Fund (400192) WO #01605803 (Camp Wisdom)
2. **\$5,466** was paid for survey work necessary for the renewal of easement with the Corp of Engineers in 2017 from Street Capital Projects Fund (400192) WO #01605803 (Camp Wisdom)
3. **\$585,003.65** is currently encumbered to Dallas County for the Camp Wisdom project in Street Capital Projects Fund (400192) WO #01908003 (Camp Wisdom) PO 259556 Line 2
4. **\$2,674,910** is available in Street Capital Project Fund (400192) WO #01908003 (Camp Wisdom) for encumbrance into PO 259556

Future funds-

5. **\$1,675,000** from Street Capital Projects Fund (400192) previously approved during the 2020 budget process for 2021 allocation.

Staff has discussed with Dallas County and agreed on the future funding schedule.

Body

A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROJECT SPECIFIC AGREEMENT AMENDMENT WITH DALLAS COUNTY FOR THE WIDENING OF CAMP WISDOM ROAD FROM APPROXIMATELY 1700 LINEAR FEET WEST OF CARRIER PARKWAY TO FM 1382

WHEREAS, Dallas County has requested that it be designated as the LEAD AGENCY for the project and will provide the Project Manager; and

WHEREAS, the County has entered into an Advance Funding Agreement (AFA) with the State of Texas by and through the Texas Department of Transportation (TXDOT) to provide funding in the amount of \$10,447,939 for the construction of the Camp Wisdom Project; and

WHEREAS, the County will enter into a Project Specific Agreement (PSA) with the City of Dallas to provide funding in an estimated amount of \$1,300,000 for the Camp Wisdom Road; and

WHEREAS, Chapter 791 of the Texas Government Code and Texas Transportation Code Section 472.001 provides authorization for local governments to contract with each other for the performance of governmental functions and services, as well as joint funding of road construction or improvements of road and street projects; and

WHEREAS, Grand Prairie will be responsible for \$5,350,000 of the \$26,641,056 estimated cost.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:

SECTION 1. The City Manager is hereby authorized to enter into an agreement with Dallas County for the widening of Camp Wisdom Road from approximately 1700 linear feet west of Carrier Pkwy to FM 1382.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 7TH DAY OF JANUARY 2020.

**CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 400192 / 01908003
 Project Title: Camp Wisdom (Dallas County)
 Current Request: \$0.00

| ACCOUNT DESCRIPTION | 1 CURRENT BUDGET | 2 AVAILABLE BALANCE | 3 CURRENT REQUEST | 2+3 REVISED BALANCE | 1+3 AMENDED BUDGET |
|-----------------------------|------------------------|---------------------------|-------------------------|---------------------------|--------------------------|
| Contrib to other Gov. 65214 | \$3,259,914 | \$2,674,910 | \$0 | \$2,674,910 | \$3,259,914 |
| Labor | \$90 | \$0 | \$0 | \$0 | \$90 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| TOTAL | \$3,260,004 | \$2,674,910 | \$0 | \$2,674,910 | \$3,260,004 |



Legislation Details (With Text)

File #: 19-9616 **Version:** 1 **Name:** Construction contract for the Slope Failure at Lynn Creek Park/Oasis Marina Improvements in the estimated amount of \$200,000.00

Type: Agenda Item **Status:** Consent Agenda

File created: 12/9/2019 **In control:** Engineering

On agenda: 2/18/2020 **Final action:**

Title: Construction contract for the Slope Failure at Lynn Creek Park/Oasis Marina Improvements in the estimated amount of \$200,000

Sponsors:

Indexes:

Code sections:

Attachments: [19-9616 Oasis Slope Failure.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

From

max

Title

Construction contract for the Slope Failure at Lynn Creek Park/Oasis Marina Improvements in the estimated amount of \$200,000

Presenter

Gabriel Johnson, Director of Public Works

Recommended Action

Approved

Analysis

During the FY 2019/2020 budget process, the Oasis slope failure construction project was identified and approved in the amount of \$200,000.

In October 2019, a professional engineering design contract with Halff Associates for the Lynn Creek Park/Marina slope improvements was executed by City Staff. The contract requested planning and engineering work required to complete the design and construction of 100 linear feet sheet pile wall with handrails and slope improvements at the Marina. The wall will be located along the parking lot side of the bank opposite of the Oasis restaurant.

The proposed construction contract will be for the construction of slope failure improvements/repairs at the Lynn Creek Park/Oasis Marina. Bids will be received for the project on February 4, 2020 and the construction contract will be included on the February 18, 2020 Council Agenda for approval. Upon bid opening, a copy of the bid tabulation will be included in the Council Agenda packet and attached to this communication, detailing the respondents and City Staff's recommendation for award.

This project was presented to the Finance and Government Committee on February 4, 2020.

Financial Consideration

Funding in the total amount of \$172,500 is available in Storm Drainage Capital Projects Fund (401592) W.O. #02005003 (Oasis Slope Failure Construction)

**CITY OF GRAND PRAIRIE
CAPITAL PROJECTS BUDGET SUMMARY**

Fund/Activity Account: 401592 / 02005003
 Project Title: Oasis Slope Failure
 Current Request: \$0.00

| ACCOUNT DESCRIPTION | 1 CURRENT BUDGET | 2 AVAILABLE BALANCE | 3 CURRENT REQUEST | 2+3 REVISED BALANCE | 1+3 AMENDED BUDGET |
|------------------------|------------------------|---------------------------|-------------------------|---------------------------|--------------------------|
| Construction 68540 | \$172,500 | \$172,500 | \$0 | \$172,500 | \$172,500 |
| Eng/con/Geo 68560 | \$27,500 | \$0 | \$0 | \$0 | \$27,500 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| | | | | \$0 | \$0 |
| TOTAL | \$200,000 | \$172,500 | \$0 | \$172,500 | \$200,000 |